

TOPEKA &
SHAWNEE
COUNTY
**PUBLIC
LIBRARY**

Board of Trustees Meeting

January 15, 2026





TOPEKA &
SHAWNEE
COUNTY
PUBLIC
LIBRARY

Strategic Plan

2024 - 2029

Mission

Sparking curiosity and connecting our community through literacy and learning.

CONNECTION

The library will support the diverse needs and interests of the community with services and resources that foster a sense of belonging and collaboration.

SPACE

The library will provide welcoming and inviting physical and digital spaces in which people have easy access to learning, connections and joy.

LEARNING

The library is committed to offering equitable learning and development opportunities to meet the goals and needs of diverse learners.

JOY

The library is committed to providing a variety of programs and services that enrich our community and spark wonder in residents across the county.

PEOPLE

The library will create a work environment where our staff and volunteers are valued, respected and empowered to contribute their best.

CONNECTION

- Digital Equity
- Socialization & Community Connections



SPACE

- Access
- Digital Library



COMMUNITY NEEDS & INTERESTS

JOY



- Discover & Grow Passions
- Celebrate Local Stories



LEARNING

- Readers & Reading
- Play & Experiential Learning

Values

Excellence

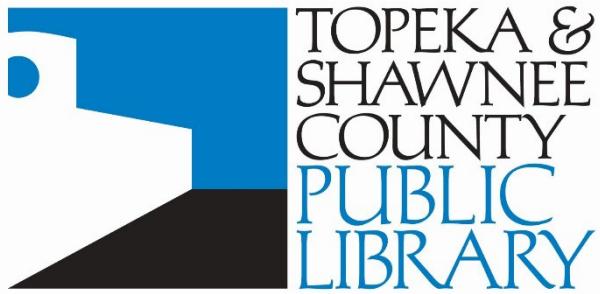
Curiosity

Literacy

Freedom

Teamwork

Accountability



January 15, 2026 – 4:00 pm
Menninger Room and Zoom Meeting
<https://tscpl.zoom.us/j/82451801227>

Meeting ID: 824 5180 1227
Passcode: 487035

Call to Order

Public Comment

Trustee Advocacy Stories

Approval of December 18, 2025, Meeting Minutes of the Board of Trustees – **Action Item** pg. 5

Chief Financial Officer's Report – Kim Strube **pg. 9**

Financial Reports

- Treasurer's Report – Fred Patton
- Financial Report – **Action Item**

The Library Foundation – Haley DaVee, Board Chair

Friends of Topeka and Shawnee County Public Library – John Conlee, Board President

Board Chair Report – Peg Dunlap

- Meeting Minutes Board of Trustees Executive Committee –**pg. 28**

Chief Executive Officer Report – Marie Pyko **pg. 30**

- **Newspaper Database and Recollect Presentation** – Local History Librarian Katie Keckiesen

Chief of Staff Report – Thad Hartman **pg. 34**

New Business

- **Customer Service Policy** – First Reading **pg. 47**
- **Unattended Child Policy** – First Reading **pg. 49**

Adjournment

Public Comment

Those wishing to sign up for public comment will need to contact Executive Assistant Aubrey Conner at least 30 minutes before the meeting at 785-580-4484 and/or aconner@tscpl.org to request their name be placed on the public comment listing.

Next Meeting

February 19, 2026

4:00 pm

Menninger Room and Zoom meeting

<https://tscpl.zoom.us/j/88978607818?>

Meeting ID: 889 7860 7818

Passcode: 168998

*Subject to change without notice



Minutes
Board of Trustees Meeting
Thursday, December 18, 2025
4:15 pm
Menninger Room 206 and/or Zoom Meeting

Board Members Present

Peg Dunlap – Chair, Mark Zillinger – Vice Chair, Hannah Uhlrig – Secretary, Fred Patton – Treasurer, Jim Edwards, Shawn Leisinger, Lori Finney, Beth Dobler, Valerie Peckham, Liz Post

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, December 18, 2025, in the Menninger Room 206 of the Topeka and Shawnee County Public Library, 1515 SW 10th Ave, was called to order at 4:15 pm by Chair Peg Dunlap.

Public Comment

There was one person signed in for public comment. Kathy Brown spoke and then the public comment session was closed.

Trustee Advocacy Stories

There were no Trustee Advocacy Stories shared.

Approval of Minutes

On a motion by Jim Edwards, seconded by Shawn Leisinger, the November 20, 2025, Meeting Minutes of the Board of Trustees were approved.

Motion passed unanimously.

Chief Financial Officer Report

Chief Financial Officer Kim Strube noted no additions to her report. There were no questions for Strube.

Financial Reports

Board Treasurer Fred Patton reported that he reviewed the financial reports and reviewed and approved the bank reconciliations for November 2025.

On a motion by Fred Patton and seconded by Liz Post, the Treasurer's Financial Report for November 2025 was accepted.

Motion passed unanimously.

The Library Foundation

Library Foundation Board Chair Haley DaVee shared that the Foundation Board met last week and presented Topeka and Shawnee County Public Library with a check for just over \$131,000.

Their Board recognized outgoing board members Carrie Riordan, Alan Conroy, and Brandon Henry. They approved the appointments of Kathy Damron, Nick Xidis, Rod Miller, Anya Leonard, Josh Patterson, Shujing Purcell to the Board starting in 2026.

They also approved the loaned employee agreement with the library.

Friends of Topeka and Shawnee County Public Library

Friends of the Library Board President Ruth Nelson shared that the next book sale will be Friday, January 16 through Sunday, January 18 in Marvin Auditorium. It will follow the same format as before with Friday being open exclusively to Friends members.

Nelson then presented the Friends of the Library annual distribution check of \$100,000.

Board Chair Reports

Chair Peg Dunlap reported the Executive Committee met via Zoom on December 8, 2025.

Chief Executive Officer Report

Chief Executive Officer Marie Pyko shared her board report.

Outreach Service Planning

Pyko gave a brief presentation on Outreach Services Planning. She presented a priority list, possible need for staff training, and funding impacts. The presentation also featured inspiration from other libraries and how these changes would fit into the library's current strategic plan.

Pyko provided the board members some information about current policies the library has that are due for review. She has been working with managers and directors to create a priority list for reviewing policies. This process will begin in January.

Chief of Staff Report

Chief of Staff Thad Hartman highlighted a couple items from his board report. He shared that the 2025 class of Emerging Leaders has graduated from the program. This is the third Emerging Leader class the library has had so far. This program is led by Staff Development Coordinator Brenda Hough and supported by Hartman.

Hartman shared that Identity Quest was November 15, 2025. This is a long-running event put on by the library. There were 80 attendees this year with the theme being What's In Your DNA? The main focus was genealogy research.

New Business

Thank you to the Library Foundation

On a motion by Mark Zillinger, seconded by Valerie Peckham, the Board of Trustees, Topeka and Shawnee County Public Library, approves the resolution as written.

Motion passed unanimously

Thank You to the Friends of the Library

On a motion by Hannah Uhlrig, seconded by Lori Finney, the Board of Trustees, Topeka and Shawnee County Public Library, approves the resolution as written.

Motion passed unanimously

Audit Committee Appointments

On a motion by Fred Patton, seconded by Liz Post, the Board of Trustees, Topeka and Shawnee County Public Library, approves the nominees as presented.

Fred Patton – Chair

Mark Zillinger

Lori Finney

Motion passed unanimously

Memorandum of Understanding between the Shawnee County Parks and Recreation and the Library, Renewal

On a motion by Jim Edwards, seconded by Mark Zillinger, the Board of Trustees, Topeka and Shawnee County Public Library, approves the resolution as written.

Motion passed unanimously

Restated and Amended Development & Management Agreement

On a motion by Liz Post, seconded by Beth Dobler, the Board of Trustees, Topeka and Shawnee County Public Library, approves the resolution as written.

Motion passed unanimously

Executive Session

On a motion by Mark Zillinger, seconded by Lori Finney, the Board of Trustees, Topeka and Shawnee County Public Library, will recess into executive session to discuss legal matters with the Library's attorney pursuant to the consultation with the body's attorney exception to the Kansas Open Meetings Act. The open meeting will resume in the Menninger Room at 5:35 pm. No action will be taken following adjournment of the Executive Session.

A motion was made by Liz Post, seconded by Shawn Leisinger at 5:35 pm to end the Executive Session and return to the Board of Trustees meeting.

Motion passed.

Executive Session

On a motion by Liz Post, seconded by Lori Finney, the Board of Trustees, Topeka and Shawnee County Public Library, will recess into executive session to discuss an individual employee's

performance, pursuant to the non-elected personnel exception to the Kansas Open Meetings Act. The open meeting will resume in the Menninger Room at 5:55 pm. No action will be taken following adjournment of the Executive Session.

A motion was made by Shawn Leisinger, seconded by Liz Post at 5:55 pm to end the Executive Session and return to the Board of Trustees meeting.

Adjournment

On a motion by Jim Edwards, seconded by Mark Zillinger, the meeting was adjourned at 5:55 pm.

Next Meeting

January 15, 2026

4:00 pm

Topeka & Shawnee County Public Library

Menninger Room 206/Zoom Meeting

<https://tscpl.zoom.us/j/82451801227?pwd=PugNVZ1MRiVbouSJMIzwGFyBDxfEJP.1>

Meeting ID: 824 5180 1227

Passcode: 487035

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Chief Financial Officer's Report

January 2026

Kim Strube

Financial Summary – Page 1

When reviewing cash from a budgetary perspective, it is always best to use page two of the financial documents and refer to the “Unencumbered Cash Balance” column. This report helps prove compliance with the Kansas Cash Basis Law. Page one reflects cash balances before outstanding purchase orders (encumbrances) in order to balance to cash held in the bank, investments and on-hand.

Checks were written on 12/26/2025 so that batch of checks is outstanding with the bank accounts.

Investments and Debt as of December 31, 2025; Bank Account Summary – Page 1

Funds in the Municipal Investment Pool overnight account, together with the first tax distribution received around January 20th, will be reviewed for investment bids by banks and financial institutions. That process allows for 90-day investments and 90-day renewals at competitive rates. A Board resolution to approve investments with local financial institutions may be on the February Board agenda if acceptable bids are received.

Revenue/Expense/Balance by Fund Report – Page 2

Working together closely with staff at the Library Foundation, the year was successfully closed with no negative fund balances awaiting reimbursement.

The Friends of the Library's generous contribution of \$100,000 is reflected in these reports.

The final motor vehicle tax distributions are included as well and were received as scheduled on December 15th.

General Fund – Pages 3 through 5

With 100% of the budget year completed, 100% of the budgeted revenue has been received and 90% of the approved budget has been expended/encumbered. This compares to 2024 in which 102% of the budgeted revenue had been received and 91% of the approved budget had been expended/encumbered.

Salaries in total were under-budget by \$859,632, about 8.4% of budgeted. For regular staff salaries, 2025 continued the budgeting of a “shrinkage” factor to anticipate turnover savings and allow the Board to redirect that savings to other expenditures within the approved budget. This allows the funding to be better managed during the year and avoids last-minute spending decisions or the delay of projects until the next budget cycle when the savings can be budgeted.

The shrinkage rate was set at 1.85% in 2025.

It has been discussed in previous monthly reports the non-salary line items which would be, or would likely be, over-budget. All outstanding purchase orders that were reserving budgetary balances were reviewed and those no longer needed were closed or reduced to 2025's estimated final billing. This resulted in some additional savings with only a few line items being over-budget: (1) Contracted – Digital Services and Cataloging and ILL Services - exceeded the budgeted amount primarily due to higher than estimated costs for various annual software renewals; (2) Materials – Binding/Replacements – unbudgeted expense to professionally rebound books donated by the Topeka Genealogical Society ; (3) Membership/Dues – unbudgeted SHRM membership was added in 2025; and (4) Utilities – Gas – usage increased slightly in 2025.

The 2025 financial results are in a tabular format for each of the budgeted funds for review.

General Fund

Description	2025 Budget	2025 Actual	Difference
Revenues	\$16,041,426	\$16,121,361	\$79,935 over-budget
Expenditures	\$17,375,487	\$15,605,926	\$1,769,561 under-budget
Annual Revenues (-) Expenditures		\$515,435 annual revenues more than expenditures	
Description	2024 Actual	2025 Actual	Difference
Unencumbered Ending Cash Balance	\$5,222,952	\$5,867,830	\$644,878

The budget preparation formula is beginning cash balance, plus new year revenues, less new expenditures, less desired (limited) ending cash balance, equals zero. Thus, it anticipates that the new year budget be funded in part by beginning cash.

TSCPL was able to accomplish many initiatives in 2025 for the benefit of the community. Nearly all projects originally projected were funded and at least started. Accomplishments include:

- (1) completion of the Kids Library renovation;
- (2) replacement of Automated Materials Handling (AMH) System;
- (3) completion of renovation of staff spaces;
- (4) completion of lower-level restroom renovation;
- (5) installation of new self-check kiosks;
- (6) completion of the elevator modernization; and
- (7) completion of the main parking lot resurfacing.

Employee Benefit Fund – Page 6

With 100% of the budget year completed, 100% of the budgeted revenue has been received and 82% of the approved budget has been expended/encumbered. This compares to 2024 in which 101% of the budgeted revenue had been received and 74% of the approved budget had been

expended/encumbered.

Employee Benefit Fund

Description	2025 Budget	2025 Actual	Difference
Revenues	\$4,035,570	\$4,024,550	\$11,020 under-budget
Expenditures	\$5,137,630	\$4,209,848	\$927,782 under-budget
Annual Revenues (-) Expenditures		\$185,298 annual revenues less than expenditures	
Description	2024 Actual	2025 Actual	Difference
Unencumbered Ending Cash Balance	\$2,520,911	\$2,335,764	(\$185,147)

Capital Improvement Fund – Page 6

The current available balance for strategic initiatives, facilities expenditures and/or an emergency fund for qualifying expenditures is \$6,824,614.

Debt Service Fund-Bond & Interest – Page 7

Bond & Interest Fund

Description	2025 Budget	2025 Actual	Difference
Revenues	\$10,010	\$2,391	\$7,619 under-budget
Expenditures	\$10,010	\$10,010	\$0
Annual Revenues (-) Expenditures		\$7,619 annual revenues less than expenditures	
Description	2024 Actual	2025 Actual	Difference
Unencumbered Ending Cash Balance	\$8,231	\$613	(\$7,618)

Purchase Order Notification

In accordance with the Board of Trustees purchasing policy, approved January 19, 2017, notification to the Board is required of all purchases more than \$5,000 and up to \$20,000, including sole source purchases and purchases exempted from the purchasing policy (exempted purchases may exceed \$20,000). Proposed purchases (other than those specifically exempted by the purchasing policy) more than \$20,000 will be brought to the Board for notification and consideration of approval via a resolution.

Type of Purchase	Description	Amount	Vendor
Approved operating budget	Per K.S.A 12-1266(k), TSCPL pays 50% of the approved budget for Rossville & Silver Lake libraries	\$72,662.00	Rossville Community Library
Approved operating budget	Per K.S.A 12-1266(k), TSCPL pays 50% of the approved budget for Rossville & Silver Lake libraries	\$90,800.00	Silver Lake Library
Approved operating budget	Tables for sunroom in Claire's Courtyard	\$6,755.28	Nextgen Wholesale Furniture Inc.
Approved operating budget	Migration to RingCentral phone system	\$11,470.00	Datacomm Networks Inc.
Approved operating budget	Annual OrangeBoy services and software subscription	\$20,975.00	Orangeboy Inc.
Approved operating budget	Annual staff training software subscription	\$6,825.00	Niche Academy LLC
Approved operating budget	Street and parking lot banners	\$13,449.80	Mainline Printing
Approved operating budget	(18) AMH book cards	\$8,299.61	Demco Inc.
Approved operating budget	Custodial supplies	\$6,095.60	Brady industries of Kansas LLC
Facilities Master Plan budget	Replace electrical disconnect for elevator	\$6,482.00	TK Elevator Corporation
Approved operating budget	Staff and board member PLA conference registration	\$8,294.00	PLA
Approved operating budget	Winter 2026 Reading Challenge prizes	\$5,072.72	4Imprint, Inc.
Library materials	Annual subscription for Consumer Reports	\$16,066.00	Ebsco Information Services
Library materials	Adult fiction and nonfiction	\$12,600.00	Overdrive, Inc.
Library materials	Online service plan fee	\$15,000.00	Overdrive, Inc
Library materials	Hoopla online - November	\$35,032.48	Midwest Tape
Library materials	Hoopla online - December	\$36,000.00	Midwest Tape
Library materials	Annual renewal of Gage Biography databases	\$20,387.00	Gale/Cengage Learning Inc.
Library materials	Juvenile fiction audiobooks	\$5,131.00	Overdrive, Inc.
Library materials	Annual renewal of Newsbank database	\$67,630.00	Newsbank

Other Items:

- The audit of the 2025 financial year will begin Monday, February 2nd.
 - Historically, the audit is reviewed and considered for adoption in April. This is because Trustees' terms (usually) and officer positions end as of April 30th and any new Trustees and officers begin May 1st. It would be unfair to expect new Trustees or those new to officer positions to approve an audit for the prior year in which they were either not on the Board, not an officer or not in the same officer position.

Topeka and Shawnee County Public Library
Financial Summary

12/31/2025

	Balance 1/1/2025	Revenue Y-T-D	Expenditures Y-T-D	Balance 12/31/2025
<u>GOVERNMENTAL FUNDS</u>				
General Operating	\$ 6,891,529.61	\$ 16,121,361.24	\$ 16,564,499.08	\$ 6,448,391.77
Employee Benefits	2,521,111.25	4,024,550.12	4,209,763.52	\$ 2,335,897.85
Capital Improvement	6,877,610.04	289,569.33	342,565.00	\$ 6,824,614.37
Bond & Interest	8,231.12	2,391.46	10,010.00	\$ 612.58
<u>NON MAJOR GOVERNMENTAL FUNDS</u>				
State Aid	48,743.64	61,560.71	110,304.35	\$ -
Federal, State & Local Grants	2,577.59	10,132.36	8,876.36	\$ 3,833.59
Other Special Revenue	1,184,169.04	281,336.41	587,237.90	\$ 878,267.55
Permanent Funds	279,714.95	19,151.19	-	\$ 298,866.14
Totals	<u>\$ 17,813,687.24</u>	<u>\$ 20,810,052.82</u>	<u>\$ 21,833,256.21</u>	<u>\$ 16,790,483.85</u>

Bank Account Summary

General Fund-CoreFirst Bank-Checking	\$ 635,489.25
Restricted Funds-CoreFirst Bank-Checking	900,464.07
Capital Improvement Fund-Community National Bank-Money Market Account	6,824,614.37
Cash on Hand	2,151.97
Petty Cash	220.00
Endowment Securities	298,866.14
Municipal Investment Pool - Overnight	8,345,059.45
Municipal Investment Pool - 30-day Fixed	-
Municipal Investment Pool - 90-day Fixed	-
Municipal Investment Pool - 180-day Fixed	-
Equity Bank - Certificate of Deposit	-
	\$ 17,006,865.25
Less Pending Claims (invoices posted, but not paid until next month)	-
Less Deferred Revenue (SAM account payments)	5,143.04
Less Payroll Deduction and Employer Benefit Liabilities	1,263.03
Less Outstanding Checks	209,975.33
	<u>\$ 16,790,483.85</u>

Topeka and Shawnee County Public Library
Revenue/Expenditures/Balance by Fund Report

12/31/2025

	1/1/2025 Cash Balance	Revenues	Prev. Year PO Expenditures	Current Year Expenditures	12/31/2025 Cash Balance	All Yrs Outstanding Encumbrances	Unencumbered Cash Balance
Major Governmental Funds							
General Fund	\$ 6,891,529.61	\$ 16,121,361.24	\$ 1,468,092.10	\$ 15,096,406.98	\$ 6,448,391.77	\$ 580,561.99	\$ 5,867,829.78
Employee Benefit Fund	2,521,111.25	4,024,550.12	49.50	4,209,714.02	2,335,897.85	134.00	2,335,763.85
Capital Improvement Fund	6,877,610.04	289,569.33	-	342,565.00	6,824,614.37	-	6,824,614.37
Bond & Interest Fund	8,231.12	2,391.46	-	10,010.00	612.58	-	612.58
Non Major Governmental Funds							
<i>State Aid Fund</i>	48,743.64	61,560.71	48,743.64	61,560.71	0.00	-	0.00
<i>Federal & State Grants</i>							
Gallery Grants	19.03	-	-	-	19.03	-	19.03
Kansas Humanities Council Grant	25.00	-	-	-	25.00	-	25.00
Dock Grant	2,533.56	10,132.36	-	8,876.36	3,789.56	-	3,789.56
Library Services & Technology Ac	-	-	-	-	-	-	-
<i>Other Special Revenue Funds</i>							
Adult Programs	1.49	-	-	-	1.49	-	1.49
Art Collection	10,765.07	32.69	-	-	10,797.76	-	10,797.76
Children's Art Show	-	4,096.01	-	4,096.01	-	-	-
French Gift - Library Materials	31.65	0.12	-	-	31.77	-	31.77
Friends	221,749.98	100,600.48	5,000.00	47,014.58	270,335.88	3,537.33	266,798.55
Fun Committee	7,847.43	3,447.75	-	2,079.25	9,215.93	84.86	9,131.07
Gallery Competitions/Exhibits	36,712.45	992.98	-	-	37,705.43	-	37,705.43
Gifts/Memorials (Undesignated)	865,234.60	147,094.47	390,586.22	107,141.74	514,601.11	45,673.84	468,927.27
Hathaway Trust - Library Materials	2,894.18	2,744.01	-	2,257.13	3,381.06	302.33	3,078.73
Library Materials	17,656.12	3,438.78	6,341.43	703.23	14,050.24	98.59	13,951.65
NEH Expendable	3,948.63	12,503.36	-	15,600.00	851.99	-	851.99
Programming Fund	457.20	-	-	-	457.20	-	457.20
Red Carpet	-	-	-	-	-	-	-
Rotary Grant	-	-	-	-	-	-	-
Special Collections	5,782.59	17.56	-	-	5,800.15	-	5,800.15
Torluemke Landscaping	36.70	0.12	-	-	36.82	-	36.82
Workshops	2,207.47	6.71	-	-	2,214.18	-	2,214.18
Youth Services	8,843.48	6,361.37	374.51	6,043.80	8,786.54	1,029.10	7,757.44
<i>Permanent Funds</i>							
Mertz Trust	279,714.95	19,151.19	-	-	298,866.14	-	298,866.14
TOTALS	\$ 17,813,687.24	\$ 20,810,052.82	\$ 1,919,187.40	\$ 19,914,068.81	\$ 16,790,483.85	\$ 631,422.04	\$ 16,159,061.81

Topeka and Shawnee County Public Library
General Fund - Revenue

12/31/2025

	Approved Budget	Received Year-To-Date	Over/(Under) Budget	% 12/31/2025
				100.0%
Ad Valorem Property Tax	\$ 14,367,436.00	\$ 13,851,472.20	\$ (515,963.80)	96%
Revitalization Rebates	(119,568.00)	(118,796.01)	\$ 771.99	99%
Back Tax	-	226,644.41	\$ 226,644.41	N/A
Motor Vehicle Tax	1,285,204.00	1,416,506.81	\$ 131,302.81	110%
Recreational Vehicle Tax	14,586.00	14,714.56	\$ 128.56	101%
16/20 M Vehicle Tax	5,398.00	5,934.44	\$ 536.44	110%
In Lieu of Tax	42,441.00	56,978.29	\$ 14,537.29	134%
Watercraft Special Tax**	10,323.00	-	\$ (10,323.00)	0%
Commercial Vehicle Fees	42,362.00	48,345.22	\$ 5,983.22	114%
E-Rate Reimbursement	19,926.00	19,444.65	\$ (481.35)	98%
Miscellaneous Revenue	3,000.00	42,657.51	\$ 39,657.51	1422%
Miscellaneous Revenue - Recyclg	-	19.55	\$ 19.55	N/A
Salary Refunds-Foundation	108,361.00	81,862.45	\$ (26,498.55)	76%
Salary Refunds-Friends	50,236.00	54,896.40	\$ 4,660.40	109%
Salary Refunds-Shawnee Cty	22,211.00	25,037.61	\$ 2,826.61	113%
Vending Machines	1,500.00	2,172.77	\$ 672.77	145%
Overdue Fees	25,000.00	28,838.45	\$ 3,838.45	115%
ILL Fees	100.00	(17.96)	\$ (117.96)	-18%
Mailing Fees	100.00	1.99	\$ (98.01)	2%
Non Resident Card Fee	500.00	2,890.00	\$ 2,390.00	578%
Obituary Fees	300.00	160.00	\$ (140.00)	53%
Meeting Room Charges	2,000.00	5,962.50	\$ 3,962.50	298%
Foundation Distribution	-	-	\$ -	N/A
Interest Received-Investments	150,000.00	345,625.40	\$ 195,625.40	230%
Transfer In	10,010.00	10,010.00	\$ -	100%
Library Treasurer's Balance	<u>2,984,061.00</u>	<u>-</u>	<u>\$ -</u>	N/A
TOTALS	\$ 19,025,487.00	\$ 16,121,361.24	\$ 79,935.24	100%

** Watercraft Special Taxes are budgeted separately because they are not based on the Library's specific mill levy; however when distributed, they are part of Ad Valorem property tax. Thus, this line item will always be 100% under-budget.

Topeka and Shawnee County Public Library
General Fund - Expenditures and Encumbrances

12/31/2025

	Approved Budget	Expended Year-To-Date	Encumbrances	#	(Over)/Under Budget	% Expended
STAFF:						100.0%
Salaries-Auto Allowance	\$ 4,800.00	\$ 4,800.00	\$ -	\$ -	\$ -	100%
Salaries-Facilities	693,658.00	718,742.58	-		(25,084.58)	104%
Salaries-Overtime	10,000.00	16,391.04	-		(6,391.04)	164%
Salaries-Security	361,407.00	306,828.81	-		54,578.19	85%
Salaries-Shelvers	64,925.00	43,202.20	-		21,722.80	67%
Salaries-Staff	8,982,367.00	8,167,560.21	-		814,806.79	91%
Conferences	171,000.00	135,747.69	11,047.25		24,205.06	86%
Staff Internal Dev/Trng - Web Based	15,000.00	10,410.01	2,494.40		2,095.59	86%
Staff Development & Training	35,000.00	27,531.95	5,399.50		2,068.55	94%
Mileage	13,056.00	5,850.42	1,806.32		5,399.26	59%
COLLECTION:						
Materials-Binding/Replacements	1,500.00	3,526.38	-		(2,026.38)	235%
Materials-Periodicals	26,000.00	21,488.07	45.00		4,466.93	83%
Materials-Print/Non-Print <1 YR	866,500.00	709,167.51	125,298.88		32,033.61	96%
Materials-Print/Non-Print	1,316,000.00	1,135,963.86	92,363.05		87,673.09	93%
OPERATIONS:						
Art Purchases	8,000.00	5,350.00	-		2,650.00	67%
Cataloging and ILL Services	92,900.00	93,684.60	-		(784.60)	101%
Contracted-Digital Services	771,955.00	781,378.19	12,233.99		(21,657.18)	103%
Contracted-Facilities	346,000.00	242,193.69	19,231.39		84,574.92	76%
Contracted-Equipment	79,600.00	64,527.92	84.73		14,987.35	81%
Contracted-Professional	278,000.00	194,464.43	23,612.01		59,923.56	78%
Contracted-E-Rate Services	1,793.00	1,372.07	-		420.93	77%
Digital Services Support	450,400.00	236,960.32	6,690.42		206,749.26	54%
Furniture/Equipment	50,000.00	40,098.96	6,755.28		3,145.76	94%
Insurance	87,000.00	76,619.22	-		10,380.78	88%
Marketing & Communication	95,000.00	46,733.78	11,951.40		36,314.82	62%
Memberships/Dues	30,900.00	31,322.00	1,648.00		(2,070.00)	107%
Miscellaneous	5,000.00	2,982.07	-		2,017.93	60%
Payments to Other Libraries	165,711.00	163,462.00	-		2,249.00	99%
Postage/Shipping	69,090.00	17,126.00	1,358.66		50,605.34	27%
Printing	86,750.00	39,477.84	21,233.39		26,038.77	70%
Programming	118,900.00	82,250.02	16,916.70		19,733.28	83%
Special Events	-	-	-		-	0%
Special Projects	1,000,000.00	921,200.73	71,211.69		7,587.58	99%
Supplies-Facilities	120,972.00	67,264.36	25,057.83		28,649.81	76%
Supplies-Office/Library	97,614.00	66,876.31	548.50		30,189.19	69%
Supplies-Processing	48,960.00	23,689.97	3,016.12		22,253.91	55%
Telecommunications	215,064.00	147,277.96	15,563.91		52,222.13	76%
Transfer Out	-	-	-		-	N/A
Utilities-Electric	351,584.00	274,597.67	25,402.33		51,584.00	85%
Utilities-Gas	67,627.00	68,386.10	406.86		(1,165.96)	102%
Utilities-Water/Sewage	43,687.00	38,639.72	4,360.28		687.00	98%
Vehicle-Gas	46,767.00	19,504.14	-		27,262.86	42%
Vehicle-Repair	85,000.00	41,716.51	3,781.45		39,502.04	54%
Contingency/Fund Balance	1,650,000.00	-	-		-	0%
Cash Long/Short	-	39.67	-		(39.67)	N/A
TOTALS	\$ 19,025,487.00	\$ 15,096,406.98	\$ 509,519.34		\$ 1,769,560.68	90%

Topeka and Shawnee County Public Library
General Fund

12/31/2025

	<u>2025 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2025	\$ 2,984,061.00	\$ 5,227,959.67	
<u>Revenue:</u>			
Ad Valorem Property Tax	14,367,436.00	13,851,472.20	96%
Revitalization Rebates	(119,568.00)	(118,796.01)	99%
Back Tax	-	226,644.41	N/A
Motor Vehicle Tax	1,285,204.00	1,416,506.81	110%
Recreational Vehicle Tax	14,586.00	14,714.56	101%
16/20M Vehicle Tax	5,398.00	5,934.44	110%
In Lieu of Tax	42,441.00	56,978.29	134%
Watercraft Special Tax	10,323.00	-	0%
Commercial Vehicle Fees	42,362.00	48,345.22	114%
E-Rate Reimbursement	19,926.00	19,444.65	98%
Fees and Charges	32,500.00	82,665.26	254%
Reimbursements	180,808.00	161,816.01	89%
Transfer In	10,010.00	10,010.00	
Interest on Idle Funds	<u>150,000.00</u>	<u>345,625.40</u>	230%
	<u>\$ 16,041,426.00</u>	<u>\$ 16,121,361.24</u>	100%
<u>Expenditures/Encumbrances:</u>			
Salaries	10,117,157.00	9,257,524.84	92%
Other Staff Support Costs	234,056.00	200,287.54	86%
Library Collections	2,210,000.00	2,087,852.75	94%
Contracted Services	1,570,248.00	1,432,783.02	91%
Digital Services Support	450,400.00	243,650.74	54%
Furniture/Equipment/Art	58,000.00	52,204.24	90%
Payments to Other Libraries	165,711.00	163,462.00	99%
Special Projects	1,000,000.00	992,412.42	99%
Utilities & Telecommunications	677,962.00	574,634.83	85%
Vehicles	131,767.00	65,002.10	49%
Other Operating Expenditures	760,186.00	536,111.84	71%
Transfer Out	-	-	
Cash Basis Reserve	<u>1,650,000.00</u>	<u>-</u>	0%
	<u>\$ 19,025,487.00</u>	<u>\$ 15,605,926.32</u>	90%
Prior Year Canceled Purchase Orders		\$ 124,435.19	
Unencumbered Balance 12/31/2025	\$ -	<u>\$ 5,867,829.78</u>	

Topeka and Shawnee County Public Library
Special Revenue Funds

12/31/2025

EMPLOYEE BENEFITS

	2025 Budget	Year To Date	%
Balance 01/01/2025	\$ 1,502,060.00	\$ 2,520,911.30	
Revenue:			
Ad Valorem Property Tax	\$ 3,511,423.00	\$ 3,386,761.38	96%
Revitalization Rebates	(29,223.00)	(29,064.85)	99%
Back Tax	-	57,230.76	N/A
Motor Vehicle Tax	323,260.00	356,824.00	110%
Recreational Vehicle Tax	3,669.00	3,705.14	101%
16/20M Vehicle Tax	1,358.00	1,541.80	114%
In Lieu of Tax	10,655.00	13,933.00	131%
Watercraft Special Tax*	2,596.00	-	0%
Commercial Vehicle Fees	10,655.00	12,237.82	115%
Refund-Fringe Benefits-Foundation	51,625.00	32,755.71	63%
Refund-Fringe Benefits-Friends	42,301.00	32,327.85	76%
Refund-Fringe Benefits-Shawnee Cty	9,776.00	10,035.87	103%
Refund FICA	-	11.16	0%
Employee COBRA Payments	-	-	0%
Retiree Payments BC/BS	12,475.00	39,442.02	N/A
Interest on Idle Funds	85,000.00	106,808.46	126%
	<u>\$ 4,035,570.00</u>	<u>\$ 4,024,550.12</u>	100%
Expenditures/Encumbrances:			
Employee Assistance Program	\$ 7,080.00	\$ 6,610.95	93%
Cafeteria Plan Administration Fees	1,171.00	1,030.50	88%
Social Security/Medicare	762,820.00	660,945.58	87%
Ks Public Employees Retirement Sys	1,043,421.00	972,716.15	93%
Worker's Compensation	62,300.00	62,917.48	101%
Unemployment Tax	9,963.00	10,656.53	107%
Health/Dental Insurance	3,250,875.00	2,494,970.83	77%
Miscellaneous	-	-	0%
Contingency/Fund Balance	<u>400,000.00</u>		0%
	<u>\$ 5,537,630.00</u>	<u>\$ 4,209,848.02</u>	82%
Prior Year Canceled Purchase Orders		\$ 150.45	
Unencumbered Balance 12/31/2025	<u>\$ -</u>	<u>\$ 2,335,763.85</u>	

* Watercraft Special Taxes are budgeted separately because they are not based on the Library's specific mill levy; however when distributed, they are part of Ad Valorem property tax. Thus, this line item will always be 100% under-budget.

CAPITAL IMPROVEMENT

Balance 01/01/2025	\$ 6,877,610.04
Revenue:	
Transfer In	\$ -
Interest received	<u>289,569.33</u>
	<u>\$ 289,569.33</u>
Expenditures/Encumbrances:	
Contracted - Professional	-
Capital Outlay	<u>342,565.00</u>
	<u>342,565.00</u>
Prior Year Canceled Purchase Orders	-
Unencumbered Balance 12/31/2025	<u>\$ 6,824,614.37</u>

STATE AID

Balance 01/01/2025	\$ -	\$ -
Revenue:		
State Aid	\$ 52,000.00	\$ 61,560.71
Expenditures/Encumbrances:		
Contracted - Digital Services	-	
Digital Services Support	-	
Staff Internal Development/Trng	-	
Special Projects	<u>52,000.00</u>	<u>61,560.71</u>
	<u>\$ 52,000.00</u>	<u>\$ 61,560.71</u>
Unencumbered Balance 12/31/2025	<u>\$ -</u>	

Topeka and Shawnee County Public Library
Debt Service Fund - Bond and Interest

12/31/2025

	<u>2025 Budget</u>	<u>Year to Date</u>	<u>%</u>
Balance 01/01/2025	\$ -	\$ 8,231.12	
<u>Revenue:</u>			
Ad Valorem Property Tax	-	-	N/A
Revitalization Rebates	-	-	0%
Back Tax	10,000.00	1,632.15	16%
Motor Vehicle Tax	-	-	N/A
Recreational Vehicle Tax	-	-	N/A
16/20M Vehicle Tax	-	0.30	N/A
In Lieu of Tax	-	-	0%
Watercraft Special Tax*	-	-	0%
Commercial Vehicle Fees	-	-	N/A
Interest on Idle Funds	10.00	759.01	7590%
	<hr/> \$ 10,010.00	<hr/> \$ 2,391.46	24%
<u>Expenditures/Encumbrances:</u>			
Principal	\$ -	\$ -	0%
Interest	-	-	0%
Wire Transfer Fees	-	-	0%
Transfer Out	10,010.00	10,010.00	0%
Cash Basis Reserve	-	-	0%
	<hr/> \$ 10,010.00	<hr/> \$ 10,010.00	100%
Unencumbered Balance 12/31/2025	<u>\$ -</u>	<u>\$ 612.58</u>	

* Watercraft Special Taxes are budgeted separately because they are not based on the Library's specific mill levy; however when distributed, they are part of Ad Valorem property tax. Thus, this line item will always be 100% under-budget.

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY

Investments as of December 31, 2025

Capital Improvement Funds - Community National Bank

\$ 6,824,614.37 at 3.78% (money market account)

Municipal Investment Pool

\$ 8,345,059.45 Operating funds in "overnight pool" *;
available for transfer whenever needed

* rates vary by day - average December 1 - 31, 2025 was 2.59%

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended December 31, 2025

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	310	12/12/25	INNOVATIVE INTERFACES, INC.	order form	\$ 10,497.10	-95175
					<i>2025 approve operating budget - software subscription</i>	\$ 10,497.10	-95175 Total
10	41000	351	12/11/25	EVERGY	2025 Electric Services	\$ 19,503.71	-95149
10	41000	351	12/11/25	EVERGY	2025 Electric Services	\$ 29.14	-95149
10	41000	351	12/11/25	EVERGY	2025 Electric Services	\$ 1,287.61	-95149
10	41000	351	12/11/25	EVERGY	2025 Electric Services	\$ 29.14	-95149
10	41000	351	12/11/25	EVERGY	2025 Electric Services	\$ 27.56	-95149
10	41000	351	12/11/25	EVERGY	2025 Electric Services	\$ 27.49	-95149
10	41000	351	12/11/25	EVERGY	2025 Electric Services	\$ 27.49	-95149
10	41000	351	12/11/25	EVERGY	2025 Electric Services	\$ 29.99	-95149
10	41000	351	12/11/25	EVERGY	2025 Electric Services	\$ 272.57	-95149
10	41000	351	12/11/25	EVERGY	2025 Electric Services	\$ 27.69	-95149
10	41000	351	12/11/25	EVERGY	2025 Electric Services	\$ 61.93	-95149
						\$ 21,324.32	-95149 Total
10	21505	0	12/12/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 22,119.51	-95134
15	21516	0	12/12/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 35,796.75	-95134
15	21517	0	12/12/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,686.53	-95134
10	21513	0	12/12/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers OGLI	\$ 1,571.90	-95134
					<i>Remittance of pension benefit contributions & optional group life premiums</i>	\$ 63,174.69	-95134 Total
10	21501	0	12/12/25	PAYCOM PAYROLL LLC	Federal W/H	\$ 27,249.31	-95130
10	21502	0	12/12/25	PAYCOM PAYROLL LLC	State W/H	\$ 16,383.39	-95130
15	21521	0	12/12/25	PAYCOM PAYROLL LLC	State Unemployment	\$ 351.69	-95130
10	21503	0	12/12/25	PAYCOM PAYROLL LLC	Social Security EE	\$ 21,860.81	-95130
15	21504	0	12/12/25	PAYCOM PAYROLL LLC	Social Security ER	\$ 21,860.81	-95130
10	21503	0	12/12/25	PAYCOM PAYROLL LLC	Medicare EE	\$ 5,112.54	-95130
15	21504	0	12/12/25	PAYCOM PAYROLL LLC	Medicare ER	\$ 5,112.54	-95130
10	21514	0	12/12/25	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,542.75	-95130
10	21518	0	12/12/25	PAYCOM PAYROLL LLC	Garnishments	\$ 704.03	-95130
10	41000	313	12/12/25	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,413.64	-95130
					<i>Remittance of payroll taxes, garnishments and Paycom fees</i>	\$ 102,591.51	-95130 Total
35	41000	736	12/19/25	CAPITOL CITY OFFICE PRODUCTS	CIRC WKRM FURNITURE	\$ 17,995.47	-95120
					<i>RFP posted and approved by the Board on 6/19/2025</i>	\$ 17,995.47	-95120 Total
10	21512	0	12/29/25	DELTA DENTAL OF KANSAS, INC	EE Withholding Jan 2026	\$ 2,458.04	-95109
15	21512	0	12/29/25	DELTA DENTAL OF KANSAS, INC	ER Withholding Jan 2026	\$ 10,128.14	-95109
15	21512	0	12/29/25	DELTA DENTAL OF KANSAS, INC	Retirees Jan 2026	\$ 230.88	-95109
						\$ 12,817.06	-95109 Total
10	21505	0	12/29/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers EE Deduction	\$ 21,656.21	-95098
15	21516	0	12/29/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Contribution	\$ 35,047.03	-95098
15	21517	0	12/29/25	KS PUBLIC EMPLOYEES RETIREMENT	Kpers ER Insurance	\$ 3,609.34	-95098

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended December 31, 2025

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
				<i>Remittance of pension benefit contributions & optional group life premiums</i>			
10	41000	330	12/16/25	COREFIRST BANK & TRUST	Bookcloth	\$ (7.10)	-95084
10	41000	320	12/16/25	COREFIRST BANK & TRUST	memory stick	\$ 191.98	-95084
10	41000	320	12/16/25	COREFIRST BANK & TRUST	memory card	\$ 159.96	-95084
10	41000	320	12/16/25	COREFIRST BANK & TRUST	ssd	\$ 34.88	-95084
10	41000	320	12/16/25	COREFIRST BANK & TRUST	AUX Cord 6pack	\$ 11.99	-95084
10	41000	320	12/16/25	COREFIRST BANK & TRUST	USB to USB-C 5pack 6ft	\$ 9.99	-95084
10	41000	320	12/16/25	COREFIRST BANK & TRUST	PNY 32gb 5pc	\$ 16.99	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	Stuffed Animal with Kits	\$ 1,827.56	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	Estimated Shipping	\$ 65.00	-95084
10	41000	410	12/16/25	COREFIRST BANK & TRUST	faucet cartridges	\$ 64.08	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	AncestryDNA Kits	\$ 136.85	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	MyHeritage DNA Kits	\$ 87.00	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	Parade Registration Fee	\$ 25.00	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	Wooden Dowel Rods 1 x 12"	\$ 9.99	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	Wooden Paint Panels 4 x 4	\$ 9.98	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	Unglazed Ceramic Tiles 4	\$ 14.24	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	Mini Acrylic Square Mirro	\$ 6.29	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	Reynolds Cut-Rite Wax Pap	\$ 2.18	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	Extra large Binder Clips	\$ 9.98	-95084
10	41000	410	12/16/25	COREFIRST BANK & TRUST	36 pack red microfiber	\$ 90.87	-95084
10	41000	410	12/16/25	COREFIRST BANK & TRUST	2.6 gallon clear 300 ct	\$ 142.30	-95084
10	41000	410	12/16/25	COREFIRST BANK & TRUST	24 x 31" liner 250 ct"	\$ 199.55	-95084
10	41000	310	12/16/25	COREFIRST BANK & TRUST	Storage	\$ 2.99	-95084
10	41000	410	12/16/25	COREFIRST BANK & TRUST	salvajor 6535 gasket	\$ 166.02	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	Dum Dum lollipos	\$ 132.95	-95084
10	41000	320	12/16/25	COREFIRST BANK & TRUST	Lightning	\$ 480.00	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	Lego Botanicals Plants	\$ 39.95	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	Lego Botanicals Succulent	\$ 39.95	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	Lego Classic Med. Brick B	\$ 17.99	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	Steel spatula	\$ 20.97	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	Silicone spatulas 2 pack	\$ 29.98	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	bottle caps	\$ 149.90	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	amber fossils	\$ 79.99	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	elbow pasta	\$ 16.85	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	rotini pasta	\$ -	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	shell pasta	\$ -	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	cardboard tubes	\$ 52.36	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	balloons	\$ 6.49	-95084

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended December 31, 2025

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	12/16/25	COREFIRST BANK & TRUST	pencils	\$ 16.14	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	notebooks	\$ 90.99	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	glue dots	\$ 4.49	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	2in1 shopping cart wheels	\$ 162.42	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	2in1 shopping cart wheels	\$ 108.28	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	dk grey oversized fleece	\$ 49.99	-95084
10	41000	420	12/16/25	COREFIRST BANK & TRUST	24 x 26 maple with plexi"	\$ 146.11	-95084
10	41000	420	12/16/25	COREFIRST BANK & TRUST	33 x 36, with plexi, mat,	\$ 209.95	-95084
10	41000	420	12/16/25	COREFIRST BANK & TRUST	18 x 36	\$ 152.49	-95084
10	41000	420	12/16/25	COREFIRST BANK & TRUST	15 x 27	\$ 118.54	-95084
10	41000	420	12/16/25	COREFIRST BANK & TRUST	30 x 40 frame only	\$ 152.48	-95084
10	41000	420	12/16/25	COREFIRST BANK & TRUST	28 x 30 frame only"	\$ 128.19	-95084
10	41000	420	12/16/25	COREFIRST BANK & TRUST	shipping	\$ 259.76	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	flower garland	\$ 24.98	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	ivy vine garland	\$ 18.99	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	Yeti Fleece Pillow Kits	\$ 209.88	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	White Tempra Paint, 32 oz	\$ 7.12	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	White Tissue Paper, 14x20	\$ 9.99	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	Christmas Candy, Bulk !21	\$ 65.99	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	98ft Steel Cable Railing	\$ 22.49	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	Disposable Plastic Forks	\$ 11.99	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	Jumbo Cotton Balls, 70	\$ 12.47	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	Blue Tempra Paint, 16 oz	\$ 4.41	-95084
10	41000	420	12/16/25	COREFIRST BANK & TRUST	16x18 plastic bags	\$ 169.20	-95084
10	41000	420	12/16/25	COREFIRST BANK & TRUST	18x24 plastic bags	\$ 164.45	-95084
10	41000	420	12/16/25	COREFIRST BANK & TRUST	Bostitch stapler	\$ 28.89	-95084
10	41000	420	12/16/25	COREFIRST BANK & TRUST	lumbar support pillow	\$ 29.99	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	terra cotta pots 4In	\$ 33.98	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	acrylic paint set 18 colo	\$ 36.98	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	mod podge	\$ 10.18	-95084
10	41000	320	12/16/25	COREFIRST BANK & TRUST	80X toner	\$ 70.30	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	acrylic glass markers	\$ 7.99	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	brown rope 1/4 x 100	\$ 8.18	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	30 ct. paper masks	\$ 21.84	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	acrylic beads	\$ 8.99	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	iron-on patches	\$ 12.99	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	3 pack spray bottles	\$ 11.61	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	100 pack nitrile gloves	\$ 9.97	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	6 pack black t-shirts	\$ 33.00	-95084

Topeka and Shawnee County Public Library
Non-Payroll Checks \$5,000 and Over, Excluding Library Materials Purchases
All Checking Accounts
For the Month Ended December 31, 2025

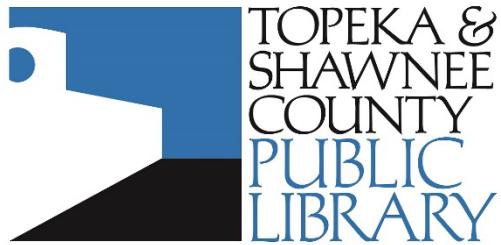
Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	330	12/16/25	COREFIRST BANK & TRUST	60 ct. paint markers	\$ 29.98	-95084
10	41000	420	12/16/25	COREFIRST BANK & TRUST	Christmas Lights	\$ 32.99	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	2 bunch sunflower flower	\$ 24.99	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	Shipping	\$ 8.95	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	pink rose bush	\$ 15.99	-95084
10	41000	320	12/16/25	COREFIRST BANK & TRUST	Mic Stands	\$ 44.99	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	2 lb dumb bells	\$ 60.00	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	disposable cups	\$ 54.75	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	paper plates	\$ 11.00	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	bamboo skewers	\$ 22.76	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	air dry clay	\$ 37.54	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	shark teeth	\$ 24.41	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	fluorite chips	\$ 11.75	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	sandwhich bags	\$ 6.69	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	compasses	\$ 43.98	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	washing soda	\$ 5.38	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	antacid tablets	\$ 15.99	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	vinegar	\$ 18.74	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	20in chrysanthemum	\$ 29.88	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	pansy flower bunch	\$ 24.06	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	3 bundle lilac flowers	\$ 13.99	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	10pack silk daisy	\$ 2.59	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	Shipping	\$ 22.82	-95084
10	41000	320	12/16/25	COREFIRST BANK & TRUST	Mario Kart + Pro Controll	\$ 588.00	-95084
10	41000	410	12/16/25	COREFIRST BANK & TRUST	paper towels	\$ 209.30	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	wood wheels	\$ 170.55	-95084
10	41000	320	12/16/25	COREFIRST BANK & TRUST	Refund	\$ (101.99)	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	hibiscus red purple lt.pu	\$ 79.95	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	hibiscus red pink white	\$ 99.95	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	hanging ivy	\$ 17.08	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	air dry clay gray	\$ 15.23	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	air dry clay terracotta	\$ 24.22	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	3/4 brads"	\$ 5.98	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	plastic buttons	\$ 8.99	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	hemp cord	\$ 25.98	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	acrylic paint markers	\$ 9.99	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	tissue paper squares	\$ 13.98	-95084
10	41000	320	12/16/25	COREFIRST BANK & TRUST	Ethernet dongles	\$ 113.92	-95084
10	41000	320	12/16/25	COREFIRST BANK & TRUST	Logi wireless keyboard	\$ 238.08	-95084

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For the Month Ended December 31, 2025

Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	320	12/16/25	COREFIRST BANK & TRUST	Logi wireless mouse	\$ 171.72	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	green copy paper	\$ 14.14	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	glue sticks	\$ 12.99	-95084
10	41000	320	12/16/25	COREFIRST BANK & TRUST	InkOwl Sublimation	\$ 419.40	-95084
10	41000	320	12/16/25	COREFIRST BANK & TRUST	Plotter Inc Epson	\$ 599.80	-95084
10	41000	320	12/16/25	COREFIRST BANK & TRUST	batt replacement	\$ 391.36	-95084
10	41000	320	12/16/25	COREFIRST BANK & TRUST	7ft	\$ 121.10	-95084
10	41000	320	12/16/25	COREFIRST BANK & TRUST	14ft	\$ 134.40	-95084
10	41000	320	12/16/25	COREFIRST BANK & TRUST	Shipping	\$ 160.50	-95084
10	41000	320	12/16/25	COREFIRST BANK & TRUST	DP to HDMI 10pc	\$ 20.96	-95084
10	41000	320	12/16/25	COREFIRST BANK & TRUST	batter	\$ 107.98	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	Round Floor Cushions Rain	\$ 55.98	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	colorful floor pillows	\$ 60.81	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	floor cushion set orange	\$ 62.99	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	floor cushion set turq.	\$ 46.74	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	Shipping	\$ 45.04	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST	Refund - chargeback from Sept	\$ 3.23	-95084
10	41000	330	12/16/25	COREFIRST BANK & TRUST		\$ (18.00)	-95084
					<i>Miscellaneous online orders paid by credit card</i>	\$ 11,487.20	-95084 Total
10	21501	0	12/26/25	PAYCOM PAYROLL LLC	Federal W/H	\$ 26,243.87	-95083
10	21502	0	12/26/25	PAYCOM PAYROLL LLC	State W/H	\$ 16,019.71	-95083
15	21521	0	12/26/25	PAYCOM PAYROLL LLC	State Unemployment	\$ 346.77	-95083
10	21503	0	12/26/25	PAYCOM PAYROLL LLC	Social Security EE	\$ 21,561.88	-95083
15	21504	0	12/26/25	PAYCOM PAYROLL LLC	Social Security ER	\$ 21,561.88	-95083
10	21503	0	12/26/25	PAYCOM PAYROLL LLC	Medicare EE	\$ 5,042.95	-95083
15	21504	0	12/26/25	PAYCOM PAYROLL LLC	Medicare ER	\$ 5,042.95	-95083
10	21514	0	12/26/25	PAYCOM PAYROLL LLC	Child Support/Spousal Maint.	\$ 1,542.75	-95083
10	21518	0	12/26/25	PAYCOM PAYROLL LLC	Garnishments	\$ 704.02	-95083
10	41000	313	12/26/25	PAYCOM PAYROLL LLC	Paycom Bundle	\$ 2,416.01	-95083
					<i>Remittance of payroll taxes, garnishments and Paycom fees</i>	\$ 100,482.79	-95083 Total
10	21515	0	12/30/25	BLUE CROSS BLUE SHIELD OF KS	EE - BCBS Actives Premiums	\$ 38,244.48	-95082
15	21515	0	12/30/25	BLUE CROSS BLUE SHIELD OF KS	ER - BCBS Actives Premiums	\$ 195,485.17	-95082
15	21515	0	12/30/25	BLUE CROSS BLUE SHIELD OF KS	Retiree BCBS Premiums	\$ 5,012.70	-95082
						\$ 238,742.35	-95082 Total
10	41000	311	12/4/25	SKINNER GARDEN STORE, INC.	eastern red buds	\$ 2,384.00	102332
10	41000	311	12/4/25	SKINNER GARDEN STORE, INC.	ivory silk japanese lilac	\$ 2,224.00	102332
10	41000	311	12/4/25	SKINNER GARDEN STORE, INC.	6' tree stake	\$ 223.84	102332
10	41000	311	12/4/25	SKINNER GARDEN STORE, INC.	river rock	\$ 285.00	102332
10	41000	311	12/4/25	SKINNER GARDEN STORE, INC.	compost	\$ 179.90	102332

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Fund	Account	Object	Check Date	Vendor Name	Description	Amount	Check Number
10	41000	311	12/4/25	SKINNER GARDEN STORE, INC.	labor	\$ 2,882.26	102332
					<i>2025 approved operating budget - contracted facilities</i>	\$ 8,179.00	102332 Total
10	41000	313	12/11/25	ENGEL LAW, PA	2025 Legal Services	\$ 7,037.20	102336
						\$ 7,037.20	102336 Total
10	41000	310	12/18/25	DATACOMM NETWORKS INC	ringcentral onboarding	\$ 11,470.00	102347
					<i>2025 approved operating budget - contracted digital services</i>	\$ 11,470.00	102347 Total
10	41000	420	12/18/25	DEMCO INC	Purple btrk-6 sloping	\$ 3,925.53	102348
10	41000	420	12/18/25	DEMCO INC	Blude bktrk- 6 sloping sh	\$ 3,925.53	102348
10	41000	420	12/18/25	DEMCO INC	Freight Shipping	\$ 448.55	102348
					<i>2025 approved operating budget - AMH (18) book carts</i>	\$ 8,299.61	102348 Total
10	41000	720	12/18/25	ROSSVILLE COMMUNITY LIBRARY	50% Annual Bdgt for 2026	\$ 72,662.00	102359
					<i>As required by Kansas Statute</i>	\$ 72,662.00	102359 Total
10	41000	720	12/18/25	SILVER LAKE LIBRARY	50% Annual Bdgt for 2026	\$ 90,800.00	102360
					<i>As required by Kansas Statute</i>	\$ 90,800.00	102360 Total
						\$ 837,872.88	Grand Total



Board of Trustees Executive Committee Meeting
January 5, 2026 – 3:30 pm
Zoom Meeting

Executive Committee Members Present

Peg Dunlap – Chair, Mark Zillinger – Vice Chair, Hannah Uhlrig – Secretary, Fred Patton – Treasurer

Staff Members Present

Marie Pyko – Chief Executive Officer, Thad Hartman – Chief of Staff, Kim Strube – Chief Financial Officer, Jesse Maddox – Chief Human Resources Officer, Aubrey Conner – Executive Assistant

Call to order

The meeting of the Board of Trustees Executive Committee was held on January 5, 2026, via Zoom, and was called to order at 3:30 pm by Chair Peg Dunlap.

Review Minutes and Agenda

The minutes from the December 8, 2025, Board of Trustees Executive Committee Meeting were reviewed.

On a motion by Mark Zillinger, seconded by Fred Patton, the minutes from the December 8, 2025, Board of Trustees Executive Committee Meetings were approved.

Motion passed unanimously.

The minutes from the December 18, 2025, Board of Trustees Meeting and the agenda for the Board of Trustees January 15, 2026, meeting were reviewed.

Chief Executive Officer Marie Pyko shared that this will be a standard January board meeting.

Chief Financial Officer Kim Strube noted that she will have nothing out of the ordinary to report.

Board Chair Peg Dunlap shared that she has nothing as of now to report. She will share the minutes from this meeting.

Pyko will share an overview of where the library is with the planning for outreach services. She will ask Local History Librarian Katie Keckiesen to present two new resources the library has obtained. She will speak about the newspaper database and Recollect. These databases will present a great opportunity for patrons.

Chief of Staff Thad Hartman will report 2025 statistics.

For new business, the board will have the first reading of the Customer Service Policy and the Unattended Child Policy. With the cadence of the policies that Pyko and the board have created, the board will review all policies by early 2027.

Other Items

Pyko shared that the 2027 Budget Public Listening Session will be Thursday, May 7 from 5:00 pm – 7:00 pm.

No other items were discussed.

Adjournment

On a motion by Hannah Uhlrig, seconded by Mark Zillinger, the meeting was adjourned at 3:46 pm.

Next Meeting

February 9, 2026

4:00 pm

<https://tscpl.zoom.us/j/88257791498?pwd=UTdBUmFkTXIvb3U4eGtSZHJ0azkwUT09>

Meeting ID: 882 5779 1498

Passcode: 695332

Chief Executive Officer's Report

January 2026

News and Updates

Dolly Parton's Imagination Library (DPIL) with the United Way of Kaw Valley

As of late December, **5,653 children** were enrolled in the program. Despite consistent growth in newborn enrollment, total numbers were offset by families moving out of the area. We are partnering with United Way in Q1 2026 to analyze community-specific turnover trends.

Save the Date

Stephanie Hall Sneaky Learning Day

On **February 16, 2026**, the Library will host its annual Staff Professional Development Day, a tradition upheld since the 1980s. This year's curriculum centers on "**The Importance of Joy**" in community work. The day features morning breakout sessions and afternoon departmental workshops. We invite our Trustees to attend; your presence is a fantastic way to foster relationships with staff and participate in our collective professional growth.

Outreach Services

The Library Beyond the Building initiative is moving into its next phase. In 2026, our primary focus is to:

Deploy teams to develop an implementation plan for each component of the overall initiative discussed in November and December 2025. Teams will focus on both internal impact and needs and external components of service development.

Develop a phased approach which ensures we remain agile enough to meet emerging literacy and learning needs of the community while adhering to a fiscally prudent annual budget.

Library Policies review

As shared in previous meetings, we will be reviewing all library policies over the coming year. The process involves a first reading to allow for board questions; the policy will then be presented for formal consideration at the following month's meeting."

Area Highlight- Volunteer Services

For over 60 years, our library has sustained a robust volunteer program. **Kari Zimmerman**, Volunteer Coordinator for over 20 years, expertly balances the library's operational needs with the diverse interests of our volunteers.

Our volunteers are essential to several key areas, including:

- **Book Operations:** Managing quarterly book sales, staffing the Booktique, and processing behind-the-scenes donations.
- **The Topeka Room:** Updating the obituary index and maintaining vertical files.
- **General Programming:** Supporting events and initiatives throughout the year.

The **Youth Volunteer Program** remains a cornerstone of our success, particularly during the Summer Reading Program. Each year, 30–50 students gain their first professional experience by hosting the incentive booth and assisting with events. Through the **Level Up Shawnee County** grant, several students even transitioned into temporary roles as digital training navigators.

In 2025, we welcomed **70 new volunteers**, including 25 students fulfilling requirements for National Honor Society (NHS), scholarships, and class credit. These students represent a broad cross-section of our community, including Shawnee Heights, Topeka High, Topeka West, Highland Park, Washburn Rural, Cair Paravel, Seaman, Hayden, and the homeschool community.

Our volunteers are more than just helpers; they are vital ambassadors for the library. In 2025 alone, they contributed over **33,000 hours of service**. The library simply could not extend its reach so effectively without their dedication.

Trustee Education

Katie Keckiesen, Local History Librarian, will provide an overview of two new resources designed for genealogists and local history enthusiasts. We have recently expanded our digital archives to include the *Topeka Daily Capital*, the *Topeka State Journal*, and the *Topeka Capital-Journal*. Additionally, our local history archive has moved to a new, user-friendly platform: **Recollect**. These powerful tools will open new avenues for local, regional, and national researchers seeking to uncover the history of Topeka and Shawnee County.

Agenda Items- New Business

This month the Board will review the **Unattended Child Policy and the Customer Service Policy**. There are no recommended changes to the Customer Service Policy and several clarifying changes to the Unattended Child Policy. Chuck Engel, the Library's attorney has reviewed both

policies. We will bring both policies to the Board of Trustees for approval consideration at the February Board of Trustees meeting.

Professional Activities/Community Contacts

- December 15, 2025 Met with Sherri Camp regarding next steps for the Our Stories Museum at Westridge Mall.
- December 18, 2025 Met with Dennis Dinwiddie of the Zoo to discuss the community collaborative exhibit Washed Ashore.
- December 19, 2025 Attended the Board of Trustees meeting.
- December 19, 2025 Met with Mike McDonald, Executive Director of NEKLS.
- January 5, 2026 Hosted the Minerva Club.
- January 6, 2026 Conducted a Tour for the Topeka Public Schools District Advisory Council.
- January 8, 2026 Attended the United Way of Kaw Valley reception.

Marie Pyko, Chief Executive Officer
Topeka and Shawnee County Public Library 01/09/2026

Dolly Parton's Imagination Library

December 2025



Total Enrolled
5,653



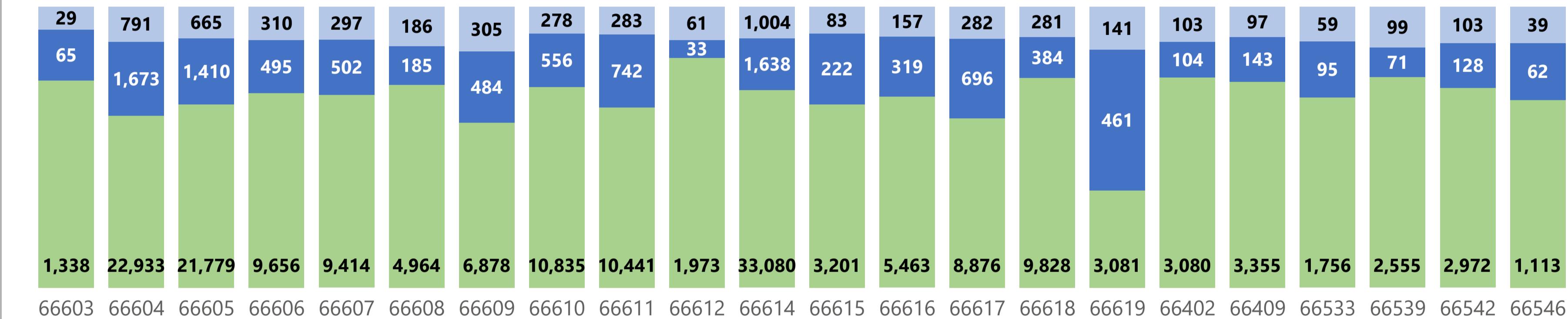
Total Graduated
10,888

Year, Month

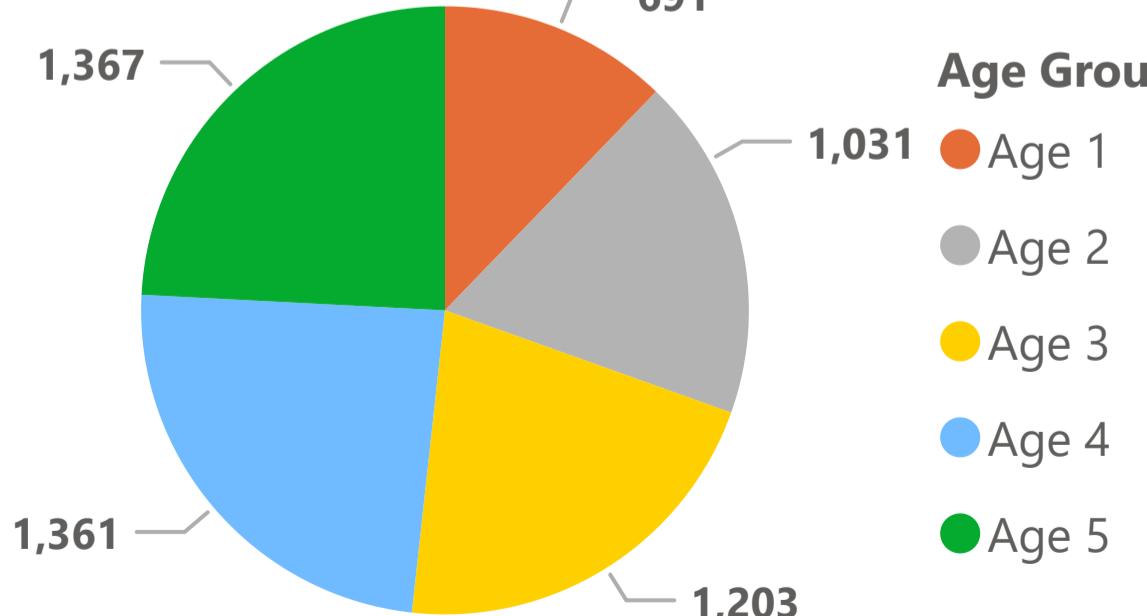
2025 (Year) + December (Month)

Enrollment by Zip Code

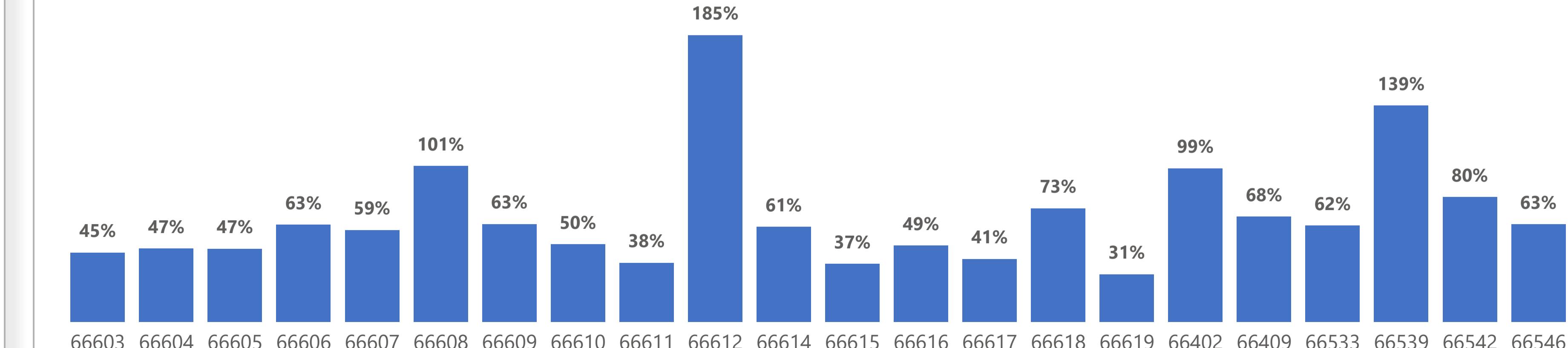
● Zip Code Population ● Under 5 Population ● DPIL Enrolled



Age of Children



Percent Enrolled by Zip Code



Sources: Dolly Parton Imagination Library; 2021 American Community Survey 5-Year Estimates, Table DP05

Chief of Staff Report

Thad Hartman
January 9, 2026

2025 Stats

The end of 2025 concluded with key performance indicators largely consistent with 2024 levels. While the year-end totals appear fairly static, the monthly data reveals a strong recovery after a slow start to the year.

	2024	2025	% Change
Total Visitors	455,449	461,017	1.2%
Total Circulation	1,854,266	1,830,373	-1.3%

Despite significant early-year challenges, the library recovered strongly in the latter two-thirds of the year. The accompanying tables illustrate a clear pivot point in May. Following the sluggish start in the first third of the year (January–April), visitor counts (*table on the right*) exceeded 2024 benchmarks for every month from May through December.

Circulation (*lower right table*) didn't recover as strongly as the visitor count, but there was significant improvement in the middle third of the year and the final third saw increases each month over 2024.

There are any number of reasons for this turnaround, but there were two major factors:

- *Weather Disruptions*

Inclement weather in Q1 led to multiple library closures and reduced foot traffic. In 2024 the library was open 631 hours during January and February, compared to 583 in 2025. 2024 was also a leap year, which added a day to the February 2024 totals.

- *Construction*

The Kids Library was under construction into May, impacting both circulation and visitor engagement.

While weather and construction are issues that need to be dealt with most years, they seemed to hit us especially hard in early 2024. The end of the year numbers for 2025 are an encouraging sign for 2026.

VISITORS 2024 - 2025 COMPARISON

	JAN	FEB	MAR	APR	JAN - APR
2024	35,534	37,478	39,161	39,034	151,207
2025	31,895	32,499	38,314	36,423	139,131
% Change	-10.2%	-13.3%	-2.2%	-6.7%	-8.0%

	MAY	JUN	JUL	AUG	MAY - AUG
2024	36,797	43,364	42,746	39,322	162,229
2025	37,146	44,719	46,741	41,956	170,562
% Change	0.9%	3.1%	9.3%	6.7%	5.1%

	SEP	OCT	NOV	DEC	SEP - DEC
2024	36,466	39,260	34,335	31,952	142,013
2025	40,755	40,948	34,773	34,848	151,324
% Change	11.8%	4.3%	1.3%	9.1%	6.6%

CIRCULATION 2024 - 2025 COMPARISON

	JAN	FEB	MAR	APR	JAN - APR
2024	154,631	146,684	158,126	151,795	611,236
2025	145,924	137,178	146,339	148,502	577,943
% Change	-5.6%	-6.5%	-7.5%	-2.2%	-5.4%

	MAY	JUN	JUL	AUG	MAY - AUG
2024	152,761	168,314	174,666	164,173	659,914
2025	153,679	167,054	174,075	163,099	657,907
% Change	0.6%	-0.7%	-0.3%	-0.7%	-0.3%

	SEP	OCT	NOV	DEC	SEP - DEC
2024	150,263	151,441	142,197	139,215	583,116
2025	152,204	154,380	145,756	142,183	594,523
% Change	1.3%	1.9%	2.5%	2.1%	2.0%

Facilities Master Plan 2026

We have a number of projects scheduled for 2026 with a couple that will be of interest in February. We currently have RFPs posted to replace the boiler and the air conditioning unit for the building at 1020 SW Washburn. These units are nearing end of life and are included in this year's approved budget. We plan to bring bid recommendations for these projects to the February board meeting.

Maddie Safford from HTK will also be joining us at the February board meeting to present concepts for the remodel of 3 different staff spaces and the space where The Edge had previously been located. After this presentation we will finalize the designs and specifications and post RFPs in March and April with bid recommendations going to the board in April and May.

Department Highlights

Public Services

Debbie Stanton, Public Services Manager

New Year, New Offerings

I'm excited to share some of the new programs that Public Services staff will be offering to the public starting this month --

- Weekly Drop-In Tech Help**

Our Core Technology team members will be providing weekly drop-in tech help at four offsite locations — East Topeka Senior Center, LULAC, SENT, and Papan's Landing. We hope to meet people closer to where they live, work and play to help close the digital divide in the community.

- Advanced Tech Classes in Level 2 Tech Center**

We will be offering more advanced classes in our Level 2 Tech Center including 3D printing, audio and video recording, and upcoming graphic design classes.

- Personal Wellness Classes**

Beyond our continuing health and wellness classes such as Geri-Fit, we are also introducing a series called "Self-Care Saturday" focused on personal well-being.

- New Bookclubs for All Ages!**

We are excited to introduce a variety of new bookclubs for all ages. This includes one hosted by our Readers & Resources Supervisor who has helped start the WIBW Book of the Month Club. New bookclubs for kids include the Silly Stories Squad for school age kids and the Next Chapter bookclub for middle school students. A new bookclub called "Her Story" explores stories of strong women.

We hope to reach many new people through these fun and innovative programs!

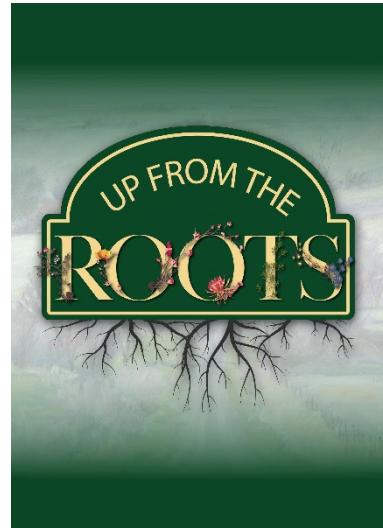
Public Services

Zan Popp, Supervisor – Learning Experiences

Alice C. Sabatini Gallery

Up from the Roots opened this month, and we've already welcomed 1,832 visitors. The exhibit grows out of the idea of "garden" in many forms — tended beds, wild spaces, and the places we carry nature with us. The gallery itself feels transformed; it's like walking into an art-filled garden where people can slow down, look up at "clouds," think about growing things, and be reminded of nearby trails and outdoor spaces in Topeka.

The team has also been having fun working with Communications and Marketing to make short Instagram videos about the artwork. They've been a light-hearted way to invite people in and show that the gallery is for everyone, not just "art people."



Topeka Room

We welcomed 465 visitors to the Topeka Room this month. Numbers were a little lower, which is normal during the holidays, but what stood out was who was coming in. We saw more young families arriving after Sounds of the Season performances, and many stayed to explore. It's always encouraging to see people wander in out of curiosity and realize this space is open to them.

Core Technology

December was our first month moving from traditional computer classes to a drop-in Digital and Gadget Help model. This shift is about meeting people where they are. Starting in January, we'll have regular weekly times in the Level 2 Tech Center so folks can come in with whatever they're working on — phones, tablets, computers, passwords — and get help in the moment instead of trying to fit into a class that may not match their exact need.

Public Services

Cadie Maas, Supervisor – Readers & Resources

Winter Reading Challenge



January 1st is the annual kickoff for our [Winter Reading Challenge](#). Customers who enroll in the challenge and log three books by the end of the month are eligible to earn a cozy library branded mug.

This year, we're something new by adding a friendly competition at the staff level, to see which staff member can sign up the most readers for the challenge. The staff member with the highest number of enrolled customers will receive a \$10 gift card to the Millenium Café.

We are having fun building excitement around the challenge with our customers and are looking forward to celebrating their reading accomplishments at the [Winter Reading Challenge Celebration](#) prize pick-up event on Sunday, Feb. 1st. Customers will have the opportunity to visit with library staff and fellow challenge completers, share the books they read throughout the month, enjoy cookies and hot cocoa, and collect their new favorite mug!

Learn With NoveList

We've partnered with our training coordinator, Brenda Hough, to bring a new training module to front-line library staff. Our library has long subscribed to [NoveList Plus](#), an invaluable tool used by both customers and staff to help readers identify books they will love based on shared characteristics with their favorite reads.

NoveList evaluates elements such as setting, mood, storyline, and character development to identify "appeal factors." These appeal factors are then compared across works of fiction and nonfiction to help readers pinpoint what they enjoy most about a title. The NoveList database cross-references other books with similar appeal factors to generate recommendations.

This foundational tool is used daily by library staff at service desks, when selecting materials for Browsing Just for You customers, and in Red Carpet services. The new Learn with NoveList module builds on this existing knowledge by offering additional resources and training courses designed to strengthen readers' advisory skills.

The module includes courses focused on specific genres such as graphic novels, true crime, and young adult fiction, helping staff build confidence when recommending materials outside their personal reading comfort zones. We are excited to roll out this training plan and look forward to the positive impact it will have on our Topeka & Shawnee County community of readers.

Youth Services

LeAnn Brungardt, Youth Services Supervisor

Did you know that we have been a [Family Place Library](#) since 2014? It is a national designation that we renew annually. To be one, we meet specific criteria that demonstrate that we see the importance of healthy early childhood experiences within a person's lifetime. We have staff who are specifically trained in that model, including our CEO. We host staff facilitated play through the Learn & Play Bus and in Family Place Learn & Play programming each summer. Those opportunities include support of and connection to partners with health, education and human service agencies that serve families of young children. We

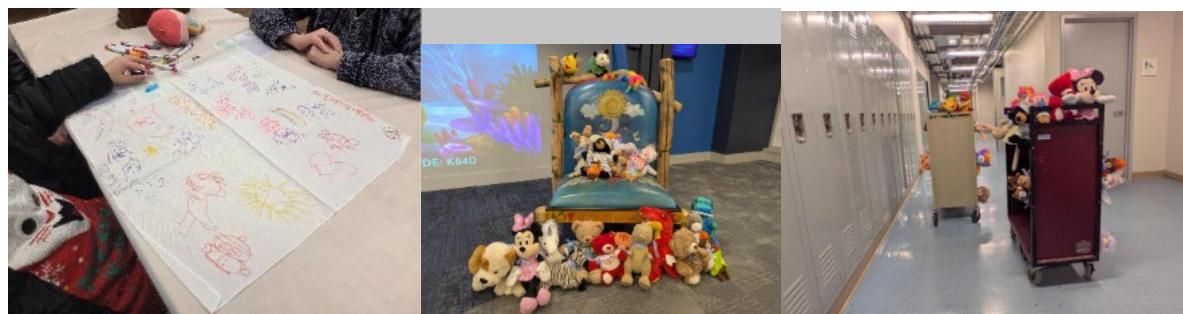
provide specially designed spaces that are designed for intentional play so that children grow alongside their significant adult(s). We offer collections and resources that are specifically for babies, young children, parents, caregivers and service providers. The model is top of mind right now as we train newer staff and as we discuss future plans for services for this age group.

Librarian Updates

Early Childhood Librarian

We hosted a stuffie sleepover for preschool and school aged children. The children had their choice of blankets to make for their stuffies. They could decorate one or tie felt squares together. Twenty-three children and their grown-ups helped make blankets for stuffies during their overnight stay at the library. Later that afternoon a group of teens led by a teen specialist took pictures of the stuffies getting into mischief. When they were not having library cart races down the halls or taking pictures of themselves at the copier, they listened to Boomer Bear read a story. The children received a photo of the stuffies at storytime. The stuffies received a stuffie sized library card and great memories of the library with their owner.

This inter-age collaboration provided fun for all!



Early Childhood Outreach Librarian

It seems like storytimes go hand-in-hand with libraries. Storytime provides children and their caregivers with an opportunity to connect through an engaging shared experience. We provide storytimes in the building, but also throughout the community. Our Outreach Storytellers visit fifty-plus childcare settings and an additional eleven community sites across the city and county. Childcare settings include public schools, preschools, and large centers. The community sites range from sites like Fairlawn Plaza to Shawnee North Community Center to Hillcrest Community Center. A storytime is also provided on the Learn & Play Bus. Each storytime boosts a child's development through songs, activities, and stories, all of which fosters a child's lifelong love of reading.

School Age Librarian

Did you have a favorite toy that evokes fond feelings from when you were a young child? Saturday, December 13, 2025, we held a program titled *Make Your Own Library Stuffie* for kids ages 5-11. Kids got a got to choose, fluff, stuff, name and snuggle their new library stuffed animal! They got to add a wishing star, make a wish, give their new friend a superpower and add a TSCPL *Stay Curious* tag inside the secret pocket. Kids named their stuffed animals and made nametags for them. A birth certificate was completed, and kids could read to their stuffed animal! Kids and their families were invited and encouraged to bring back their stuffies to partake in the first ever, Stuffie Sleepover, on December 20th.

The benefits of kids making their own special stuffed animal may have included giving them a sense of comfort, safety, independence, emotion regulation, ownership, confidence and accomplishment. It encouraged their creativity and imagination. TSCPL was the perfect place to make this happen. Several hundred people participated and 116 kids made and got to take home their own forever friend. It was a WOW moment! Volunteers were incredibly helpful and essential. We hope kids remember making their new stuffed animal at TSCPL, and that it elicits genuine happy feelings for them and their families, the entirety of their lives.

Smiles and connections in the photos below show a powerful positive impact.



Teen Librarian

The Teen Team is excited to get back to programming in the coming weeks after slowing down over the holidays, although one of us did help with the very successful Stuffie Sleepover programs during that time! We are also coming up with ideas for how to use our expanded programming and gaming budgets for 2026 to improve our services to teens. Summer plans have started too, and we have a conference in the first third of the year for members of our team. So, we are hitting the ground running in the New Year!

Technical Services

Scarlett Fisher-Herreman, Technical Services Manager

Acquisitions

A new fiscal year is underway which means new items for our physical and digital collections. We've started again with ordering just a few days into the new year. As we did in 2025, we will order 48 weeks out of the year, wrapping up in early-to-mid December in order to close out the fiscal year. We're looking forward to meeting the needs of our customers and offering outstanding collections for all in our community.

Crush the Winter Reading Challenge - Instantly Libby Reads

Just in time for our Winter Reading Challenge, we've created a list of [instantly available titles](#) in Overdrive/Libby. For this challenge, we've selected popular new(ish) fiction and nonfiction titles, each available without any holds during the month of January. We have a mix of ebook and digital audio in this collection.

Community Services

Patrick Berry, Community Services Supervisor

As we close out 2025 and look ahead to the beginning of 2026, I want to take a moment to reflect on another outstanding year for the Community Services Department.

This past year brought a wide range of changes, growth, and new opportunities—and there is no doubt that more change lies ahead. Through it all, what has remained constant is the strength, dedication, and professionalism of this team. The work they do every day continues to make a meaningful impact, and I am confident in our ability to adapt, evolve, and succeed no matter what comes our way.

I am incredibly proud of the team we have in Community Services. Their commitment, resilience, and teamwork are what make this department so strong. I look forward to building on our successes and embracing the opportunities that 2026 may bring.

Community Services Outreach Librarian Report

From September through December, the Outreach Team delivered 260 programs, reaching students and classrooms with engaging, hands-on learning experiences. Each of my four team members is responsible for 5–7 programs that they have developed and adapted from the educators' curriculum, ensuring every program directly supports classroom learning.

Supporting this volume of programming takes significant preparation beyond what is seen in the classroom. The dedication of this team behind the scenes cannot be overstated. They spend countless hours preparing materials and creating meaningful experiences, from cutting thousands of straws, recreating fossils, prepping slime cups, cleaning paint trays, to draining the Aquifer demo so that each program runs smoothly and leaves a lasting impression.

Because of this behind-the-scenes work, their creativity, attention to detail, and collaborative effort have made this quarter's programs not only possible but impactful. The team's hard work ensures that every student's engagement is purposeful, educational, and memorable.

Alongside supporting this work at the program level, I also focused on professional growth this year. I was selected to participate in the Emerging Leaders program, a competitive, year-long professional development opportunity designed to cultivate leadership within the organization. The program brought together a small cohort of staff members who met monthly for in-depth discussions, field trips, collaborative activities, and sessions with guest speakers, all centered on strengthening leadership capacity.

Throughout the year, the program emphasized self-awareness, skill development, and creative problem-solving, while also requiring participants to apply these concepts in real-world scenarios. Each participant met regularly with a mentor to discuss challenges, professional goals, and growth opportunities, providing individualized guidance and support.

The program concluded with a capstone project, in which each participant applied the leadership skills gained over the year to develop and pitch a library-related idea they felt strongly about. This final project required strategic thinking, reflection, and the ability to clearly articulate vision and impact.

One of my favorite takeaways from this experience was a shift in how I think about opportunity. As human beings, we love to ask someone, *“Are you nervous?”* right before they’re getting ready to do something big. My answer now is usually, *“If I wasn’t ready, I wouldn’t have the opportunity.”* I’m grateful for the opportunity, confident in what comes next, and realizing that nervousness and readiness can exist at the same time — and that’s usually where the good work happens. 😊

Community Services Librarian Report

December is always a busy month as we prepare for the holidays. This year was no different. As part of the work that these teams did over the month, the Bookmobile Team checked out over 2,700 items. The Materials Delivery Team delivered over 3,700 items.

In addition to the work our Materials Delivery Team already does with the TSCPL@Home service, the planned transition of the TSCPL@Work and Book Locker services from the Circulation department to Community Services began in December. Each member of the Materials Delivery Team and I started training with Circulation staff to learn about the processes of each service as well as how to troubleshoot issues that can occur. We had the opportunity to start visiting TSCPL@Work sites, learn how to load the book lockers, and much more. This training continues in January as we prepare for the Materials Delivery Team to take this service on completely. Many thanks to GR and Karen in Circulation for all their work training us!

In mid-December, the bookmobiles closed for Maintenance Week, which takes place three times a year. During this time, the Bookmobile Team was busy working to refresh the collections on the bookmobiles, clean the vehicles, and met as a team. As we are often out and about on the bookmobiles, this meeting time is valuable for the Bookmobile Team as Maintenance Weeks are the only occasions that all the team members are in the office at the same time. These meetings provide the opportunity for team members to share information, discuss potential changes, and bond as a team.

The Bookmobile and Materials Delivery Teams have worked hard, and I am so proud of everything they have done in 2025. I look forward to seeing all that they will accomplish in 2026! Way to go!

Program Services

Autumn Friedli, Program Services Coordinator

Looking Back at 2025

2025 was a GOOD Year. Through 3091 programs, either inside the building or outside of the building, we interacted with 75424 people. People came to music events, author visits, book discussions, magicians, artsy programs, and learned valuable skills. Kids heard stories, sang songs, did experiments, solved crimes, built all kinds of things, learned coding and so much more. Every day the library was open in 2025, something was happening. Experiences were abundant in 2025, and 2026 is going to be even better! We are trying even more things to reach even more people!

Digital Services

David King, Digital Services Director

Digital Library Planning

The next part of the library's digital library plan has begun. Improving our website and other "digital library" platforms is part of the library's strategic plan. For this part of the project, we are exploring website hosting options with library technology platform companies, to see if those companies/products can meet the library's emerging digital library needs. Our goal in 2026 is to explore options and to make a recommendation for the 2027 budget.

New Self Check Kiosks

We installed the new self check kiosks, and have been doing some configuration adjustments as needed. Communications also helped immensely, by adding a short video showing how to use the new kiosks, which was added to the welcome screen of each kiosk.

Top Web Pages for December 2025

1. Tools & Services: 5904 Pageviews
2. Articles main page: 2834 Pageviews
3. Get a Library Card: 1505 Pageviews
4. Hours & Locations Page: 1386 Pageviews
5. Work at the Library: 1181 Pageviews
6. Great Read Alouds: Talking to Kids about homelessness & food insecurity: 1126 Pageviews
7. Songs of the Season: 1033 Pageviews
8. Level 2 Tech Center: 928 Pageviews
9. The New York Times: 908 Pageviews
10. Capture local & family stories with history kits: 838 Pageviews

Social Media Highlights for December 2025

Facebook

- Library Stuffie Event – reached 9078 people
- Holiday concert with the Fountain City Brass Band – reached 4729 people
- Library Stuffie Sleepover – reached 7219 people

Instagram

- Digital Arts Studio – reached 445 people
- Asking Staff Questions – reached 414 people
- Winter Reading Challenge – reached 403 people

Circulation

Angie Hardy-Foltz and Jacob Ziegler, Circulation Supervisors

Between the Bookends: Circulation in 2025

Staffing

Of our 35 team members, 5 embraced exciting new roles, and 3 seasonal shelvees made a big impact. Together, our staff brings over 371 years of library experience!



Our shelvees were a tremendous help this summer, ensuring our shelves stayed full and ready for eager summer readers. Teri was a consistent and dependable presence, shelving an impressive 481 carts.

Library Cards

We welcomed 17,970 new library sign-ups this year! Michelle, Allie, Sandy, and Christina handled online registrations for 4,891 of them!



Keely's and Susan's friendly faces helped bring in a fantastic 589 new library card registrations, 388 by Keely and 201 by Susan. Congratulations to both!



Mobile Holds Cart

Thanks to our amazing full-time and part-time staff, the new mobile request cart launched strong with 46,825 holds processed! Big kudos to Marissa and Lupe for going above and beyond with 5,893 and 2,009 requests on their own!



By the Numbers

We replaced our old AMH which checked in 499,462 in its final year. Our new AMH checked in 186,811 items to finish out the year! Karen and GR hit the road last year, stocking smartlockers at Fairlawn Plaza and Oakland Community Center. They delivered a whopping 4,019 items before the delivery duty moves to a new team!

Interlibrary Loan

Our interlibrary loan team filled 5,379 requests last year. Patrick deserves a medal for opening and wrapping 1,656 of them!



It was a busy year for appointments, and no one knows that better than Stephen, who managed an impressive 489 one-on-one sessions for notary and gadget assistance!

Our community kept our notaries busy! In September alone, we completed a record-breaking 275 notarizations, contributing to a record-breaking annual total of 2,183 notarizations.

A look back at 2025

Communications & Marketing advanced the library's strategic goals through targeted initiatives. We strengthened the library's brand with vehicle wraps, direct mail, book return graphics, and online visuals. These efforts earned top design and marketing awards, highlighting the impact of collaboration and creativity across the library.



Team submits 11 Entries into Awards Competition

The library should be proud of its accomplishments in 2025. From Dr. Drab's Lab videos and promotions to the Inked exhibit, our team is responsible for the advertising, marketing, branding and assisting with props and signage enhances the customer experience and are a key contributor to success. We know that our community loves the library and we look forward to celebrating any awards we may receive through the American Advertising Awards in February. Wish us luck!



Library Newsletters

In 2025 the Bedtime Stories newsletter, which is sent to adults who check out kid materials, had the highest average open rate of 56.1 percent and an average click through rate of 9.3 percent.

The Bright Futures newsletter is sent to library cardholders 13-18 years old. This had an 37.7 percent average open rate and 5.9 percent average click rate.

The general adult newsletter is delivered to all cardholders who do not fit in the Bedtime Stories or Bright Futures clusters. This newsletter had a 38.2 percent yearly average open rate and a 5.3 percent average click rate.

Library newsletters are sent by email to cardholders every two weeks excluding holiday weeks. The open rate is the percent of people who open the email and the click rate is the percent of links that are clicked. Several sources list a good open rate as 17-28 percent and a good click rage as 2-5 percent. We have excellent open and click rates.

2025 Google Analytics

Top Pages

- Work at the Library – 22,128 Views
- Hours and Locations – 18,542 Views
- Summer Reading – 17,802 Views



Top Articles

- Fall Reading Challenge – 3,103 Views
- Winter Reading Challenge – 2,025 Views
- Bride all your Life – 1,813 Views

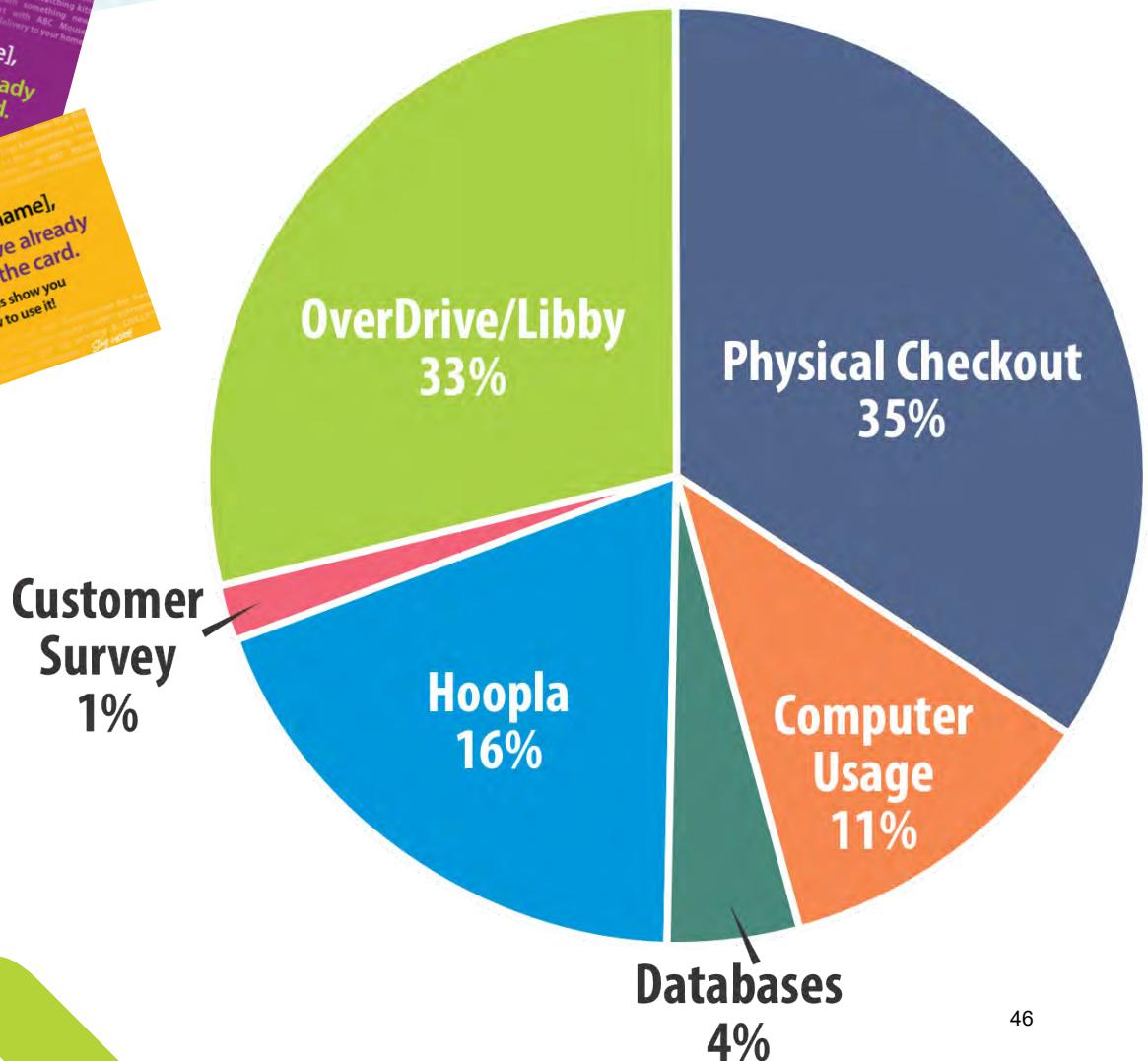
Reaching New Users

Social media is a powerful way to entice potential customers. We gained 1700 followers in our first six months on TikTok, which is great! Even better? TikTokers interacted with us (likes, comments, shares, saves) 35,000 times. Mind-blowing? They watched our videos more than 350,000 times! Follower numbers represent a fraction of what's really going on in our channels: 350,000 YouTube views and 3.7 MILLION views on Facebook and Instagram combined. Facebook customers watched our videos a total of 46.5 days!

Inactive to active customers

Three direct mail campaigns sent to customers who had not used their library card in 6 months resulted in an average return-to-active status of nearly 20% customers following each mailing. The pie chart shows what returning customers did after receiving our November-December mailings.

How Customers Re-Engaged



Customer Service Policy

Purpose

The Topeka and Shawnee County Public Library's mission is "Sparking curiosity and connecting our community through literacy and learning." To fulfill this mission, staff members will provide excellent customer service to all who visit the library or use its services. Hospitable, well-trained and knowledgeable staff members will assist library customers in a manner that allows them to honor our commitment to welcome everyone in the community and help people make their lives better by providing the tools they need to successfully navigate the world.

Policy

Staff members will take responsibility for:

- Creating a welcoming atmosphere.
- Providing each customer with an exceptional user experience.
- Meeting the needs of customers and co-workers.
- Behaving ethically.
- Protecting customer confidentiality.
- Understanding and implementing library policies and guidelines.

Approved: February 16, 2012

Revised and Approved by the Library Board of Trustees, June 17, 2021

Reviewed and Approved by the Library Board of Trustees, January 15, 2026

Board of Trustees

Topeka and Shawnee County Public Library

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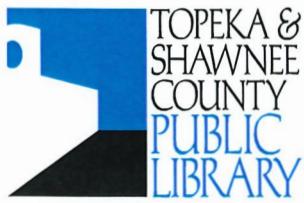
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Board of Trustees

Topeka and Shawnee County Public Library



Unattended Child Policy

The Topeka & Shawnee County Public Library welcomes use by children, and staff will assist them in use of Library materials or services. For the child's safety and comfort, a child shall be accompanied by a responsible parent, legal guardian, or caregiver while visiting the library.

Definitions

For the purposes of this policy,

- a **child** is anyonean individual under age 8 years; old
- a **caregiver** is any individual age 12 years of age or older who has the authority from the child's parent or legal guardian to care for the child and responsibility to care for a child; and by the child's parent or legal guardian.
- **accompanied** means being physically present at all times with the childat all times, being aware of the child's location and behavior, and being able to immediately assist the child as needed.

Policy

The Library does not act *in loco parentis* (in place of parents). andThe Library staff does not have neither the authority nor the duty to take responsibility for your child.

During normal operating hours a child must be *continually* accompanied by a parent, legal guardian or caregiver unless the child is attending a library program.

- If an unattended child calls attention to themselves, Library staff will attempt to locate the parent/legal guardian/caregiver in the library and inform them of the policy.
- If the parent/legal guardian/caregiver cannot be found, the Topeka Police Department will be asked to intervene.

Outside ofBeyond normal operating hours, if an individual age 12 years of age or younger is on library property and a parent/legal guardian/caregiver cannot be located, the Topeka Police Department will be asked to intervene.

Parents/legal guardians/caregivers and children who are in violation ofviolate this policy are subject to suspension of library privileges.

Revised and Approved by the Library Board of Trustees, October 20, 2005 Revised
and Approved by the Library Board of Trustees, June 17, 2021

Board of Trustees
Topeka and Shawnee County Public Library

Questions about this policy? We encourage your feedback in person, by
telephone at (785) 580-4400, or at tscpl.org/contact.

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Board of Trustees

Topeka and Shawnee County Public Library

Key Metrics

Net Promoter Score

86.8End of LY: **86.4**Difference: **0.4** ▲% Change: **0.5%** ▲

Active Cardholders

71,331End of LY: **67,163**Difference: **4,168** ▲% Change: **6.2%** ▲

Unique Borrowers YTD

40,046Previous YTD: **40,153**Difference: **-107** ▼% Change: **-0.3%** ▼

Door Count YTD

461,017Previous YTD: **455,449**Difference YoY: **5,568** ▲% Change YoY: **1.2%** ▲

First Time Checkouts YTD

618,708Previous YTD: **670,363**Difference YoY: **-51,655** ▼% Change YoY: **-7.7%** ▼

Digital Checkouts YTD

756,326Previous YTD: **699,785**Difference YoY: **56,541** ▲% Change YoY: **8.1%** ▲

Computers and WiFi

Computer Sessions YTD

87,700Previous YTD: **88,829**Difference YoY: **-1,129** ▼% Change YoY: **-1.3%** ▼

Avg Session Time YTD

00:57:07Previous YTD: **01:03:47**Difference YoY: **-00:06:39** ▼% Change YoY: **-10.4%** ▼

WiFi Sessions YTD

406,960Previous YTD: **380,647**Difference YoY: **26,313** ▲% Change YoY: **6.9%** ▲

Avg Session Time YTD

00:13:26Previous YTD: **00:13:18**Difference YoY: **00:00:08** ▲% Change YoY: **1.0%** ▲

Other Metrics

Program Attendance YTD

75,384Previous YTD: **77,581**Difference YoY: **-2,197** ▼% Change YoY: **-2.8%** ▼

Mtg Room Attendance YTD

70,181Previous YTD: **64,801**Difference YoY: **5,380** ▲% Change YoY: **8.3%** ▲

Reference Questions YTD

280,694Previous YTD: **268,262**Difference YoY: **12,432** ▲% Change YoY: **4.6%** ▲

	2025												2025		2024 YTD	% Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	YTD		
Net Promoter Score (NPS)	90.7	82.9	94.3	95.7	81.8	86.9	92.7	88.1	82.4	88.9	88.2	88.6	88.7	86.5	2.5%	
Monthly NPS														861	0.3%	
Monthly # of Responses	44	35	35	23	22	108	210	126	102	64	51	44	864			
Current NPS	86.5	86.5	86.5	86.6	86.5	86.5	86.8	86.8	86.7	86.7	86.8	86.8	86.8	86.4	0.5%	
GATE COUNT	31,895	32,499	38,314	36,423	37,146	44,719	46,741	41,956	40,755	40,948	34,773	34,848	461,017	455,449	1.2%	
CIRCULATION*																
Main Library																
Circulation Desk & Renewals	30,566	29,616	32,557	34,073	32,489	36,232	41,182	40,208	35,738	35,881	33,914	25,223	407,679	441,300	-7.6%	
Interlibrary Loan	1,342	1,204	1,398	1,401	1,228	1,316	1,361	1,367	1,422	1,399	1,131	1,095	15,664	14,315	9.4%	
Self-Check	37,970	35,007	40,713	36,756	41,496	49,718	49,661	41,576	37,633	37,456	35,405	40,308	483,699	508,997	-5.0%	
Bookmobile	3,080	3,359	3,524	4,258	3,540	4,463	4,762	4,161	4,235	4,369	3,779	2,771	46,301	68,869	-32.8%	
TSCPL@Home	3,212	3,488	4,359	3,808	3,879	3,911	3,723	3,685	3,425	3,545	3,451	3,708	44,194	41,040	7.7%	
Red Carpet	4,969	4,114	4,501	4,742	4,689	4,817	4,715	4,658	4,655	4,621	4,200	4,159	54,840	56,642	-3.2%	
Digital Downloads	62,236	58,167	57,216	61,685	64,662	64,742	67,079	65,804	63,453	65,633	62,277	63,372	756,326	699,785	8.1%	
Library @ Work / Smartlocker	1,330	1,316	1,447	1,381	1,343	1,434	1,378	1,411	1,408	1,476	1,335	1,274	16,533	16,589	-0.3%	
TOTAL CIRCULATION	145,924	137,178	146,191	148,502	153,679	167,054	174,075	163,099	152,204	154,380	145,756	142,183	1,830,225	1,852,754	-1.2%	
* Includes first-time checkouts and renewals																
FIRST-TIME CHECKOUTS	49,171	45,498	52,740	49,302	52,500	62,856	62,656	54,101	50,222	50,556	46,530	42,576	618,708	670,363	-7.7%	
CIRCULATION DETAILS																
Print Material	53,642	50,828	56,563	56,489	58,448	70,463	73,944	65,271	58,725	58,438	54,832	50,511	708,154	751,874	-5.8%	
Audio/Visual Material	24,188	22,277	25,142	23,788	24,274	25,303	26,632	25,698	23,968	24,055	22,582	22,162	290,069	321,939	-9.9%	
Adult Materials	46,803	43,952	49,156	46,897	47,990	50,228	52,720	50,529	46,973	47,004	43,206	42,541	567,999	585,599	-3.0%	
Children's Materials	23,226	21,990	24,733	25,373	26,380	35,844	37,481	31,583	27,774	27,481	26,739	23,312	331,916	380,745	-12.8%	
Young Adult Materials	1,915	1,740	1,946	2,312	2,583	3,642	3,843	3,012	2,240	2,319	2,172	2,075	29,799	33,488	-11.0%	
Red Carpet Materials	5,868	5,401	5,839	5,620	5,688	5,905	6,372	5,918	5,592	5,568	5,160	4,792	67,723	73,458	-7.8%	
NEW Patrons																
Topeka / Shawnee County																
Adults	660	579	669	612	666	769	847	726	652	685	549	515	7,929	9,426	-15.9%	
Children (ages 17 and under)	128	92	140	104	172	321	232	164	147	134	106	71	1,811	2,062	-12.2%	
Red Carpet Outreach	9	6	9	15	8	10	2	15	3	4	4	6	91	94	-3.2%	
NEKL	48	25	51	47	56	68	63	50	51	39	37	32	567	530	7.0%	
Non-Resident	0	1	0	1	1	1	0	1	2	0	0	1	8	17	-52.9%	
Total New Registrations	845	703	869	779	903	1,169	1,144	956	855	862	696	625	10,406	12,129	-14.2%	
PATRONS DELETED	186	141	2,069	384	217	453	264	215	176	192	191	85	4,573	4,848	-5.7%	
Cardholders																
Topeka / Shawnee County																
Adults	73,570	74,023	74,559	75,075	75,681	75,240	69,803	70,381	70,766	71,188	71,535	71,892	71,892	73,163	-1.7%	
Children (age 0 - 17)	15,847	15,814	15,808	15,787	15,838	16,043	15,292	15,290	15,290	15,250	15,199	15,092	15,092	15,851	-4.8%	
TSCPL @ School	36,797	36,839	36,874	36,919	36,915	36,911	36,907	22,341	22,050	22,120	22,521	22,519	22,519	34,518	-34.8%	
Red Carpet Outreach	1,359	1,367	1,359	1,369	1,380	1,382	1,225	1,183	1,188	1,151	1,136	1,141	1,141	1,353	-15.7%	
NEKL	10,763	10,924	10,972	11,033	11,108	11,188	10,874	10,924	10,950	10,981	11,009	11,034	11,034	10,712	3.0%	
Non-Resident	63	53	53	54	53	55	53	51	53	50	55	55	55	65	-15.4%	
Delinquent	76	74	71	75	75	72	74	72	67	62	60	61	61	78	-21.8%	
TOTAL CARDHOLDERS	138,475	139,094	139,696	140,312	141,050	140,891	134,228	120,242	120,364	120,805	121,510	121,794	121,794	135,740	-10.3%	

Active Cardholders (Savannah)														60,848	1.7%	
Non-Student Cardholders	61,003	60,992	61,213	61,399	61,817	62,397	62,487	61,481	61,596	61,750	61,801	61,887	61,887	60,848	1.7%	
Student Cardholders	6,436	6,636	6,675	6,500	6,442	6,405	6,405	8,817	8,985	9,322	9,423	9,444	9,444	6,315	49.5%	
TOTAL ACTIVE CARDHOLDERS	67,439	67,628	67,888	67,899	68,259	68,802	68,892	70,298	70,581	71,072	71,224	71,331	71,331	67,163	6.2%	
Unique Borrowers																
Physical	6,536	6,343	5,845	6,019	7,066	8,251	8,172	7,270	6,450	6,910	6,477	5,485	23,292	25,460	-8.5%	
Digital	12,334	12,012	12,217	11,564	12,612	12,159	12,345	12,787	12,098	12,653	12,642	12,390	24,091	21,838	10.3%	
Both	1,515	1,452	1,354	1,280	1,600	1,804	1,745	1,650	1,400	1,533	1,434	1,276	7,337	7,145	2.7%	
TOTAL UNIQUE BORROWERS	17,355	16,903	16,708	16,303	18,078	18,606	18,772	18,407	17,148	18,030	17,685	16,599	40,046	40,153	-0.3%	
Holds Satisfied																
	13,983	12,258	13,251	12,876	12,553	13,780	14,036	13,442	12,976	13,209	11,910	11,862	156,136	161,859	-3.5%	
TOTAL CHECK-IN	48,395	45,302	51,823	49,803	50,994	58,215	63,234	57,580	53,988	51,616	47,805	45,815	624,570	678,665	-8.0%	
COLLECTION																
Materials Added	2,918	2,714	2,580	3,533	2,996	3,192	2,993	2,813	2,907	3,092	2,079	1,685	33,502	34,344	-2.5%	
Materials Discarded	3,882	2,067	4,156	2,578	1,830	3,500	2,504	2,951	3,190	3,926	2,971	1,867	35,422	49,672	-28.7%	
TOTAL COLLECTION	333,333	333,980	332,404	333,359	334,525	334,217	334,706	334,568	334,285	333,451	332,559	332,377	332,377	339,285	-2.0%	
WEBSITE																
tscpl.org Unique Visitors	24,332	21,131	24,220	26,095	31,563	27,382	29,174	26,647	24,663	29,181	35,775	39,300	339,463	329,967	2.9%	
tscpl.org Total Visits	44,480	38,204	40,508	44,569	51,521	49,078	49,159	46,258	43,504	49,417	55,136	56,808	568,642	546,720	4.0%	
catalog.tscpl Unique Visitors	27,963	18,549	19,169	22,816	23,161	24,694	23,585	26,608	23,916	22,287	20,452	30,222	283,422	330,537	-14.3%	
catalog.tscpl Total Visits	63,788	50,337	52,696	52,587	56,041	60,117	58,871	61,263	57,160	57,392	51,168	60,466	681,886	727,094	-6.2%	
COMPUTER USE																
Public Computer Sessions	5,584	6,108	7,752	7,014	6,710	8,842	9,169	7,974	7,675	7,822	6,914	6,136	87,700	88,829	-1.3%	
Avg Public Computer Session Length (Minutes)	1:02:35	1:01:08	1:01:12	0:54:51	0:55:45	0:52:23	0:59:12	0:58:19	0:54:11	0:53:48	0:55:51	0:58:35	0:57:07	1:03:47	-10.4%	
Total Computer Hours	5,824	6,225	7,908	6,412	6,236	7,720	9,044	7,752	6,932	7,014	6,437	5,993	83,497	94,428	-11.6%	
Wireless Sessions	31,391	30,754	31,422	32,094	31,204	43,090	43,155	36,774	38,555	34,905	33,149	20,467	406,960	380,647	6.9%	
Avg Wireless Session Length (Minutes)	0:13:00	0:14:00	0:13:00	0:13:00	0:12:00	0:12:00	0:13:00	0:12:00	0:14:00	0:14:00	0:13:00	0:12:00	0:13:26	0:13:18	1.0%	
Total Wireless Hours	7,094	7,191	7,196	7,430	6,681	9,100	9,463	7,896	9,032	8,179	7,482	4,386	91,130	84,393	8.0%	
TOTAL HOURS	12,918	13,416	15,104	13,842	12,917	16,820	18,507	15,648	15,964	15,193	13,919	10,379	174,627	178,821	-2.3%	
NOTARY SERVICE (Documents)														2,183	2,022	8.0%
REFERENCE QUESTIONS																
Call Center	4,155	3,839	4,387	4,219	3,393								19,993	46,632	-57.1%	
Gallery	563	341	490	338	113	231	234	335	398	275	337	124	3,779	3,218	17.4%	
L2TC	5,715	8,326	10,617	9,620	9,465	9,467	9,800	9,415	9,600	9,514	8,450	7,182	107,171	87,299	22.8%	
Movies and Music	1,500	1,519	1,584	1,810	1,695	1,676	1,853	1,904	1,810	1,843	1,731	1,430	20,355	21,196	-4.0%	
New Books (was New and Novel)	1,957	1,701	2,083	1,930	2,108	2,617	2,783	2,551	2,316	2,466	2,178	2,107	26,797	25,874	3.6%	
Topeka Room	400	415	330	535	707	644	1,294	1,526	1,353	1,121	1,102	862	10,289	6,453	59.4%	
Telephone Reference					27	389	339	361	396	408	293	275	2,488			
LibAnswers	496	393	349	576	387	406	368	349	333	414	310	307	4,688	5,249	-10.7%	
Circulation Call Center	-	-	-	-	484	2,636	2,656	2,617	2,319	2,291	1,700	1,915	16,618	-	N/A	
Youth Services	4,337	3,221	6,871	5,611	6,206	9,162	8,476	6,142	5,643	5,150	4,148	3,549	68,516	72,341	-5.3%	
TOTAL REFERENCE QUESTIONS	19,123	19,755	26,711	24,639	24,585	27,228	27,803	25,200	24,168	23,482	20,249	17,751	280,694	268,262	4.6%	
MEETING ROOMS																
Meeting Room Bookings	422	455	535	534	476	521	492	413	480	546	432	386	5,692	5,701	-0.2%	
Team Room Bookings	724	794	985	942	859	915	885	911	991	990	836	733	10,565	10,539	0.2%	
L2TC Bookings	587	713	851	784	763	756	828	856	838	917	730	683	9,306	8,212	13.3%	
Total Meeting Room Hours Booked	3,908	4,894	5,832	5,175	4,630	5,097	5,059	5,172	5,333	5,598	4,460	3,902	59,060	57,053	3.5%	
TOTAL MEETING ROOM ATTENDANCE	5,251	5,160	6,125	6,006	6,254	5,485	5,387	6,192	6,378	7,977	5,479	4,487	70,181	64,801	8.3%	

LEARN & PLAY BUS VISITS	50	37	85	130	64	175	187	131	126	121	73	21	1,200	963	24.6%
PROGRAM ATTENDANCE															
Adult - General	784	847	957	1,145	856	1,704	1,723	1,354	1,403	2,814	783	501	14,871	19,697	-24.5%
Adult Outreach	0	1	1	0	0	101	15	15	500	20	7	0	660		
Early Learners (0-5)	808	495	359	1,152	722	1,289	1,323	28	1,308	1,076	1,081	493	10,134	7,211	40.5%
Early Learner Outreach	1,786	1,882	1,652	2,930	779	752	607	193	2,129	2,056	1,968	1,933	18,667		
Kids (6-11)	200	191	728	298	1,361	5,718	4,912	1,079	240	216	197	361	15,501	6,235	148.6%
Kids Outreach	1,174	851	674	1,600	1,911	0	262	59	1,463	2,188	1,511	1,437	13,130		
Teens (12-18)	152	143	187	223	256	260	269	82	263	241	205	140	2,421	1,982	22.1%
Teen Outreach	0	0	0	0	0	0	0	0	0	0	0	0	0		
TOTAL PROGRAM ATTENDANCE	4,904	4,410	4,558	7,348	5,885	9,824	9,111	2,810	7,306	8,611	5,752	4,865	75,384	77,581	-2.8%
GALLERY ATTENDANCE	2,081	1,895	2,223	1,968	1,333	8,862	6,909	3,328	2,540	3,085	2,365	1,832	38,421	38,129	0.8%
DOLLY PARTON ENROLLMENT	5,697	5,654	5,591	5,590	5,601	5,522	5,609	5,595	5,538	5,616	5,584	5,653	5,653	5,688	-0.6%

CIRCULATION DETAILS																	
Print Material																	
Adult Fiction	12,479	11,555	12,751	12,210	12,456	13,537	14,945	13,660	12,648	12,544	11,306	11,341	151,432	148,874	1.7%		
Adult Nonfiction	12,752	12,037	13,678	12,917	13,073	14,101	14,244	13,813	12,722	12,801	11,735	11,472	155,345	157,954	-1.7%		
Juvenile Fiction	16,053	15,293	17,315	18,229	18,785	26,561	27,504	22,913	20,194	19,587	18,856	16,475	237,765	258,244	-7.9%		
Juvenile Nonfiction	3,766	3,840	4,356	4,397	4,927	5,852	6,141	5,302	4,578	4,751	4,918	3,863	56,691	70,331	-19.4%		
Magazines	815	967	688	812	951	878	904	799	753	873	688	613	9,741	9,662	0.8%		
RC Print Materials	5,794	5,317	5,725	5,513	5,554	5,781	6,216	5,795	5,513	5,466	5,044	4,709	66,427	72,093	-7.9%		
RC Realia	74	84	114	107	134	124	156	123	79	102	116	83	1,296	1,365	-5.1%		
YA Print Materials	1,909	1,735	1,936	2,304	2,568	3,629	3,834	3,005	2,238	2,314	2,169	2,073	29,714	33,351	-10.9%		
PRINT CIRCULATION	53,642	50,828	56,563	56,489	58,448	70,463	73,944	65,410	58,725	58,438	54,832	50,629	708,411	751,874	-5.8%		
Audio / Visual Material																	
MiFi Hotspots	18	22	31	75	81	147	160	134	114	121	137	951	1,991	523	280.7%		
Adult Audiobooks	1,011	983	1,055	1,091	1,229	1,234	1,257	1,177	1,106	1,078	976	147	12,344	15,917	-22.4%		
Adult Music	1,780	1,638	2,119	2,171	2,137	2,078	2,146	1,950	1,861	2,039	2,139	1,715	23,773	24,661	-3.6%		
Adult Videos / DVDs	17,966	16,772	18,865	17,696	18,144	18,400	19,224	19,125	17,883	17,669	16,362	16,421	214,527	228,531	-6.1%		
Juvenile Audiobooks	177	155	219	155	165	260	313	204	216	254	226	170	2,514	2,694	-6.7%		
Juvenile Music	67	47	112	86	76	85	77	80	57	74	72	52	885	1,645	-46.2%		
Juvenile Videos / DVDs	3,163	2,655	2,731	2,506	2,427	3,086	3,446	2,942	2,729	2,815	2,667	2,620	33,787	47,831	-29.4%		
YA A/V	6	5	10	8	15	13	9	7	2	5	3	2	85	137	-38.0%		
A/V CIRCULATION	24,188	22,277	25,142	23,788	24,274	25,303	26,632	25,619	23,968	24,055	22,582	22,078	287,915	321,416	-10.4%		
Adult Material																	
Adult Fiction	12,479	11,555	12,751	12,210	12,456	13,537	14,945	13,660	12,648	12,544	11,306	11,341	151,432	148,874	1.7%		
Magazines	815	967	688	812	951	878	904	799	753	873	688	613	9,741	9,662	0.8%		
Adult Audiobooks	1,011	983	1,055	1,091	1,229	1,234	1,257	1,177	1,106	1,078	976	147	12,344	15,917	-22.4%		
Adult Music	1,780	1,638	2,119	2,171	2,137	2,078	2,146	1,950	1,861	2,039	2,139	1,715	23,773	24,661	-3.6%		
Adult Videos / DVDs	17,966	16,772	18,865	17,696	18,144	18,400	19,224	19,125	17,883	17,669	16,362	16,421	214,527	228,531	-6.1%		
ADULT CIRCULATION	46,803	43,952	49,156	46,897	47,990	50,228	52,720	50,524	46,973	47,004	43,206	41,709	567,162	585,599	-3.1%		
Juvenile Material																	
Juvenile Fiction	16,053	15,293	17,315	18,229	18,785	26,561	27,504	22,913	20,194	19,587	18,856	16,475	237,765	258,244	-7.9%		
Juvenile Nonfiction	3,766	3,840	4,356	4,397	4,927	5,852	6,141	5,302	4,578	4,751	4,918	3,863	56,691	70,331	-19.4%		
Juvenile Audiobooks	177	155	219	155	165	260	313	204	216	254	226	170	2,514	2,694	-6.7%		
Juvenile Music	67	47	112	86	76	85	77	80	57	74	72	52	885	1,645	-46.2%		
Juvenile Videos / DVDs	3,163	2,655	2,731	2,506	2,427	3,086	3,446	2,942	2,729	2,815	2,667	2,620	33,787	47,831	-29.4%		
JUVENILE CIRCULATION	23,226	21,990	24,733	25,373	26,380	35,844	37,481	31,441	27,774	27,481	26,739	23,180	331,642	380,745	-12.9%		
Red Carpet Material																	
RC Print Materials	5,794	5,317	5,725	5,513	5,554	5,781	6,216	5,795	5,513	5,466	5,044	4,709	66,427	72,093	-7.9%		
RC Realia	74	84	114	107	134	124	156	123	79	102	116	83	1,296	1,365	-5.1%		
RED CARPET CIRCULATION	5,868	5,401	5,839	5,620	5,688	5,905	6,372	5,918	5,592	5,568	5,160	4,792	67,723	73,458	-7.8%		
Young Adult Material																	
YA Print Materials	1,909	1,735	1,936	2,304	2,568	3,629	3,834	3,005	2,238	2,314	2,169	2,073	29,714	33,351	-10.9%		
YA A/V	6	5	10	8	15	13	9	7	2	5	3	2	85	137	-38.0%		
YOUNG ADULT CIRCULATION	1,915	1,740	1,946	2,312	2,583	3,642	3,843	3,012	2,240	2,319	2,172	2,075	29,799	33,488	-11.0%		
Overdrive	45,994	43,414	41,159	46,237	48,379	48,907	50,702	49,305	48,011	49,272	46,620	47,175	565,175	501,622	12.7%		
Hoopla	14,830	13,412	14,740	14,423	15,000	14,488	15,079	15,176	14,141	14,933	14,590	15,026	175,838	186,958	-5.9%		
Flipster	600	480	526	405	552	500	393	433	408	479	258	414	5,448	9,137	-40.4%		
Kanopy	812	861	791	620	731	847	905	893	949	809	757	9,865					
DIGITAL DOWNLOADS	62,236	58,167	57,216	61,685	64,662	64,742	67,079	65,804	63,453	65,633	62,277	63,372	756,326	697,717	8.4%		
Adult ebook Fiction	19,677	17,797	18,567	17,430	18,168	18,319	19,253	18,681	17,793	18,260	17,103	17,408	218,456	220,583	-1.0%		
Adult ebook Nonfiction	4,166	3,546	3,660	3,388	3,372	3,347	3,490	3,246	3,346	3,335	3,067	3,046	41,009	43,883	-6.5%		
Adult digital audiobooks	26,318	23,962	27,422	26,866	28,037	28,442	29,356	29,420	28,311	29,052	27,918	28,475	333,579	296,862	12.4%		
Juvenile ebook Fiction	1,957	1,882	2,048	1,786	1,699	1,750	1,853	2,178	1,594	1,665	1,666	1,527	21,605	21,416	0.9%		
Juvenile ebook Nonfiction	303	299	303	340	215	256	222	198	257	286	280	260	3,219	3,160	1.9%		
Juvenile digital audiobooks	2,355	2,131	2,434	2,313	2,447	2,365	2,483	2,354	2,306	2,411	2,375	2,388	28,362	27,103	4.6%		
Young Adult ebook Fiction	1,788	1,700	1,868	1,793	1,706	1,688	1,581	1,416	1,422	1,378	1,431	1,268	19,039	18,225	4.5%		

Young Adult ebook Nonfiction	18	26	29	24	25	27	20	16	16	21	14	19	255	364	-29.9%
Young Adult digital audiobooks	2,084	1,845	2,080	2,066	2,226	2,265	2,205	2,090	1,963	1,947	1,980	1,994	24,745	22,517	9.9%
DIGITAL CIRCULATION DETAILS	58,666	53,188	58,411	56,006	57,895	58,459	60,463	59,599	57,008	58,355	55,834	56,385	690,269	654,113	5.5%